



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Agenda

Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

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### Policy Committee Meeting Thursday, December 3, 2020 ♦ 5:00 p.m. Boardroom

#### Trustees:

**Members:** Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

#### Senior Administration:

Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, Lorrie Temple (Superintendents of Education)

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- 1. Opening Business**
    - 1.1 Opening Prayer
    - 1.2 Attendance
    - 1.3 Approval of the Agenda Page 1
    - 1.4 Approval of Minutes from the Policy Committee Meeting – June 4, 2020 Pages 2-4
    - 1.5 Business Arising from the Minutes
  - 2. Committee and Staff Reports**
    - 2.1 Copyright – Protected Works 400.03 Pages 5-10  
Presenter: Lorrie Temple, Superintendent of Education
    - 2.2 Practicum Responsibilities 300.38 Pages 11-14  
Presenter: Lorrie Temple, Superintendent of Education
    - 2.3 Home Schooling 200.16 Pages 15-24  
Presenter: Kevin Greco, Superintendent of Education
    - 2.4 Home Instruction 200.17 Pages 25-33  
Presenter: Kevin Greco, Superintendent of Education
    - 2.5 Head Lice (Pediculosis) 200.20 Pages 34-46  
Presenter: Kevin Greco, Superintendent of Education
    - 2.6 Community Use of Schools 400.05 Pages 47-59  
Presenter: Scott Keys, Superintendent of Business & Treasurer
    - 2.7 Policy Renewal Process Revision Pages 60-62  
Presenter: Mike McDonald, Director of Education & Secretary
    - 2.8 Student Behaviour Policy 200.08 Pages 63-66  
Presenter: Kevin Greco, Superintendent of Education
  - 3. Discussion Items**
  - 4. Trustee Inquiries**
  - 5. Adjournment**

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**Next meeting:** Thursday, January 7, 2021, 3:00 p.m. - Boardroom



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

Catholic Education Centre  
322 Fairview Drive  
Brantford, ON N3T 5M8

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### Policy Committee Meeting Thursday, June 4, 2020 ♦ 3:00 p.m. Virtual Meeting

**Members:** **Trustees:**  
Dan Dignard (Chair), Cliff Casey, Bill Chopp, Carol Luciani, Rick Petrella, Mark Watson

**Senior Administration:**  
Mike McDonald (Director of Education & Secretary), Scott Keys (Superintendent of Business & Treasurer), Rob De Rubeis, Kevin Greco, Lorrie Temple (Superintendents of Education)

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## 1. Opening Business

### 1.1 Opening Prayer

The meeting was opened with prayer led by Chair Dignard.

### 1.2 Attendance

Pursuant to Section 5, Subsection 5.1(2) of Ontario Regulation 463/97 under the *Education Act* which requires that certain members of a board be physically present at meetings, will not apply when schools are closed as a result of an order made under the *Education Act*, the *Health Protection and Promotion Act* (HPPA) or the *Emergency Management and Civil Protections Act* (EMCPA). In these circumstances, a board will be able to meet exclusively by electronic/virtual means.

### 1.3 Approval of the Agenda

Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the agenda of June 4, 2020 meeting.

**Carried**

### 1.4 Approval of Minutes from the Policy Committee Meeting – March 9, 2020

Moved by: Carol Luciani

Seconded by: Cliff Casey

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board approves the minutes of the March 9, meeting.

**Carried**

### 1.5 Business Arising from the Minutes – Nil

## 2. Committee and Staff Reports

### 2.1 Fundraising and School Generated Funds 700.05

Superintendent Keys provided a summary of revisions. Revisions were developed in consultation with Financial Services, Senior Administration and other internal stakeholders. As such, changes were made to reflect best practices and language consistent with the Ontario Association of School Business Officials Guidelines for School Generated Funds and the Ministry of Education Fundraising Guidelines.



Moved by: Rick Petrella

Seconded by: Carol Luciani

THAT the Policy Committee recommends that the Fundraising and School Generated Funds Policy 700.05 be forwarded for stakeholder input during the public consultation period.

**Carried**

## **2.2 Volunteers 300.12**

Superintendent Greco outlined the changes in the policy including updated language to be aligned with Police Records Checks Policy 300.15. Principals and Supervisors consult with various staff groups and determine the need for volunteers. The revised policy outlines that the Board will recruit, select and screen volunteers and provide the volunteers with standardized Police Record Checks (VSC). The Board through the principal/supervisor will evaluate monitor the effectiveness of the volunteers.

Moved by: Rick Petrella

Seconded: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteers Policy 300.12 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

## **2.3 School Operating Budget 700.10**

Superintendent Keys presented the revised policy. It was noted that schools are permitted to carry-forward up to 25% (instead of 10%) of funds remaining to the next budget year; amounts greater than 25% will be reallocated to other priorities. Principals have the opportunity to carry forward more than 25% for specific and identified purposes and must be supported by their Superintendent of Education and approved by the Superintendent of Business & Treasurer.

Moved by: Cliff Casey

Seconded by: Bill Chopp

THAT the Policy Committee recommend that the School Operating Budget Policy 700.10 be forwarded for stakeholder input during the public consultation period.

**Carried**

## **2.4 Criminal Reference Check 300.15**

Superintendent Greco provided an overview of the revised policy. Revisions were made to reflect the Board's current practice, the AP explicitly states that Employees, Volunteers and Service Providers must also obtain a Vulnerable Sector Check that meets the conditions outlined by presenting a completed "Consent for Police Records Check for a Sexual Offence for which a Pardon has been Granted or Issued" form. The completed form must be presented to the Police Service when requesting the Police Records Check so that the appropriate search can be completed. It was also noted that the procedure includes two new groups being Students attending universities and community college employees instructing dual credit and other courses.



# BRANT HALDIMAND NORFOLK Catholic District School Board

## Minutes

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Moved by: Rick Petrella

Seconded by: Cliff Casey

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Police Records Check Policy 300.15 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

### 2.5 Volunteer and Trip Drivers 200.21

Superintendent Greco presented the revised policy which includes updated language and a change in title to Volunteer and Staff Trip Drivers to distinguish between staff and volunteers that volunteer to transport students. It has also been updated according to the latest OSBIE coverage and risk assessment information. The Policy and AP describe the criteria required to bring into effect the Board's excess liability insurance as well as the legislation that strictly prohibits the use and operation of hand-held communication and electronic entertainment devices. For an individual not employed by the Board to act as a volunteer driver they shall qualify to become a volunteer and adhere to the Board's policies regarding eligible volunteers.

Moved by: Carol Luciani

Seconded by: Mark Watson

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Volunteer Trip Driver Policy 200.21 to the Brant Haldimand Norfolk Catholic District School Board for approval.

**Carried**

3. Discussion Items - Nil

4. Trustee Inquiries

5. Adjournment

Moved by: Bill Chopp

Seconded by: Carol Luciani

THAT the Policy Committee of the Brant Haldimand Norfolk Catholic District School Board adjourns the June 4, 2020 meeting.

**Carried**

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Next meeting: TBD

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**COPYRIGHT-PROTECTED WORKS POLICY 400.03**

Public Session

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**BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board has reviewed the Copyright- Protected Works Policy and AP as per our Policy Review Plan.

**DEVELOPMENTS:**

The Ministry direction on Copyright-Protected Works has not changed; nor has the Copyright Act or governance procedures for copyright changed since the Policy was last reviewed in January 2013 and few changes were needed in this 2020 review.

**INFORMATION:**

The Copyright- Protected Works Policy and AP ensure that all employees responsible for providing educational resources to our students follow the applicable provisions of the Copyright Act. The Policy and AP support the implementation and monitoring procedures that are consistent with the Fair Dealing provisions of the Copyright Act.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Copyright-Protected Works Policy and AP 400.03 to the Brant Haldimand Norfolk Catholic District School Board for approval.



**Brant Haldimand Norfolk  
Catholic District School Board**

**Policy: Copyright-Protected Works**

		<b>Policy Number:</b>	400.03
<b>Adopted:</b>	November 27, 2012	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	January 29, 2013 July 20, 2020	<b>Policy Category:</b>	Operations
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

**Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board is committed to excellence in learning and living in Christ. Our schools ~~endeavour~~-(aim) to provide the best quality and most relevant learning materials to our students as part of their learning experience. The Board endeavours to ensure that copyright protected works that are used in our schools follow the Canadian *Copyright Act*.

**Policy Statement:**

It is the policy of the Brant Haldimand Norfolk Catholic District School Board to:

1. ensure that all employees responsible for providing educational resources to our students follow the applicable provisions of the *Copyright Act*; and
2. implement and monitor procedures that are consistent with the "Fair Dealing" provisions of the *Copyright Act*.

**Glossary of Key Policy Terms:** N/A

**References**

The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>



**COPYRIGHT- PROTECTED WORKS  
AP 400.03**

<b>Procedure for:</b>	All Academic Staff	<b>Adopted:</b>	November 27, 2012
<b>Submitted by:</b>	<b>Michael McDonald</b> (Director of Education &	<b>Revised:</b>	January 29, 2013, <b>July</b>
<b>Category:</b>	Secretary) Operations		<b>20, 2020</b>

**Purpose**

The purpose of this Administrative Procedure is to provide direction to Board staff and schools regarding the copying, communicating, distribution and citation of copyright-protected works.

**Responsibilities**

Specific direction is provided for any employees that provide educational resources to colleagues and students for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.

**Information**

The Canadian *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties insofar as the use falls within the 'Fair Dealing' provisions of the Act. To qualify for fair dealing, two tests must be passed. First, the "dealing" must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test. The second test is that the dealing must be "fair." In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and post-secondary educational institutions. This procedure clarifies what qualifies as 'Fair Dealing'.

**Procedures**

1. Principals shall include these procedures into school-based staff handbooks and review the procedures with staff on an annual basis.
2. Principals shall post ~~Appendix A~~ [Fair Dealing Copying Guidelines](#) or other approved posters at all photocopiers in the school. The Director of Education (or designate) shall post ~~Appendix A~~ [Fair Dealing Copying Guidelines](#) at all photocopiers that are on Board property that staff use for providing resources for staff and/or students.
3. Staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire and parody.
4. Copying or communicating short excerpts from a copyright-protected work under these procedures for the purpose of news reporting, criticism or review should mention the source and, if given in the source, the name of the author or creator of the work.
5. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
  - a) as a class handout
  - b) as a posting to a learning or course management system that is password protected or otherwise restricted to students of **at** a school or post-secondary educational institution
  - c) as part of a course pack



6. A short excerpt means:
- a) up to 10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)
  - b) one chapter from a book
  - c) a single article from a periodical
  - d) an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works
  - e) an entire newspaper article or page
  - f) an entire single poem or musical score from a copyright-protected work containing other poems or musical scores
  - g) an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work
7. Copying or communicating multiple short excerpts from the same copyright-protected work, with the intention of copying or communicating substantially the entire work, is prohibited.
8. Copying or communicating that exceeds the limits in this procedure may be referred to the school principal for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
9. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

**Definitions – N/A**

## **References**

The Copyright Act: <http://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>





# ~~Before You Copy~~

## ~~Check these Fair Dealing Copying Guidelines~~

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The Copyright Act allows you to copy sections of copyrighted books, articles and other material without the consent of the copyright owner as long as you copying fairly for **research, private study, criticism, review or news reporting**. This is called *Fair Dealing*.

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~~You may copy up to:~~

~~10% of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work)~~

~~or the following, whichever is greater:~~

- ~~a) One chapter from a book~~
  - ~~b) A single article from a periodical (including newspapers, magazines and academic journals)~~
  - ~~c) An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works~~
  - ~~d) An entire single poem or musical score from a copyright-protected work containing other poems or musical scores~~
  - ~~e) An entire entry from an encyclopedia, annotated bibliography, dictionary or similar reference work~~
- 

~~You may not copy the following:~~

- ~~a) Any of the following where the publication containing the work does not contain other works: articles, short stories, plays, poems, artistic works (including reproductions), and musical scores. For example, no copy may be made of a play from a publication containing the play but no other work.~~
- ~~b) Unpublished works.~~
- ~~c) Proprietary workbooks, work cards, assignment sheets, tests, examination papers and instruction manuals.~~
- ~~d) Newsletters with restricted circulation intended to be restricted to a fee paying clientele; or business cases which are made available for purchase.~~

Copying which does not fall within fair dealing and occurs without a license or permission from the copyright owner is against the law and may result in a copyright infringement claim. The School Board is not responsible for copyright infringement by individuals reproducing copyrighted works.

# Fair Dealing Guidelines

The fair dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. To qualify for fair dealing, two tests must be passed.

First, the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody. Educational use of a copyright-protected work passes the first test.

The second test is that the dealing must be “fair.” In landmark decisions in 2004 and 2012, the Supreme Court of Canada provided guidance as to what this test means in schools and postsecondary educational institutions.

These guidelines apply to fair dealing in non-profit K–12 schools and postsecondary educational institutions and provide reasonable safeguards for the owners of copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

## GUIDELINES

1. Teachers, instructors, professors, and staff members in non-profit educational institutions may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
2. Copying or communicating short excerpts from a copyright-protected work under these *Fair Dealing Guidelines* for the purpose of news reporting, criticism, or review should mention the source and, if given in the source, the name of the author or creator of the work.
3. A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course
  - a. as a class handout;
  - b. as a posting to a learning or course-management system that is password protected or otherwise restricted to students of a school or postsecondary educational institution;
  - c. as part of a course pack.
4. A short excerpt means:
  - a. up to 10 per cent of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
  - b. one chapter from a book;
  - c. a single article from a periodical;
  - d. an entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
  - e. an entire newspaper article or page;
  - f. an entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
  - g. an entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
5. Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work is prohibited.
6. Copying or communicating that exceeds the limits in these *Fair Dealing Guidelines* may be referred to a supervisor or other person designated by the educational institution for evaluation. An evaluation of whether the proposed copying or communication is permitted under fair dealing will be made based on all relevant circumstances.
7. Any fee charged by the educational institution for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the institution, including overhead costs.

**REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC  
DISTRICT SCHOOL BOARD POLICY COMMITTEE**

Prepared by: Lorrie Temple, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

**PRACTICUM RESPONSIBILITIES POLICY 300.38**  
Public Session

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**BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and any supporting staff regarding practicum placements for candidates from a variety of post-secondary institutions.

**DEVELOPMENTS:**

The Board did not previously have a policy for Practicum Responsibilities. We discovered there was a need to create a policy to provide guidance on supporting candidates and the mentors who guide our candidates in a variety of roles across the Board.

**INFORMATION:**

The Practicum Responsibilities Policy 300.38 and accompanying Administrative Procedure was created to ensure all those engaging in supporting and mentoring candidates, from a variety of post-secondary institutions, follow the guidelines and procedures outlined. There are procedures for Administrators, Candidates, Associate Teachers and Advisors/Mentors from the various programs. The policy also includes the request for affiliation agreements/contracts before candidates begin their placements with the Board.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Practicum Responsibilities Policy and AP 300.28 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## Practicum Responsibilities

# 300.38

Adopted:	2020
Last Reviewed/Revised:	N/A
Responsibility:	Superintendent of <b>Education (Academic Staffing)</b>
Next Scheduled Review:	2023-2024

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### POLICY STATEMENT:

The Brant Haldimand Norfolk Catholic District School Board is committed to providing direction to Administrators and ~~teachers~~ **any supporting staff** regarding the practicum placements of candidates from various faculties and institutions of post-secondary learning.

### APPLICATION AND SCOPE:

This policy establishes the appropriate guidelines for engaging in practicum placements for candidates from various faculties of learning for a variety of roles such as Teachers, Social Workers, Education Assistants, **Child and Youth Workers**, and Early Childhood Educators.

### REFERENCES:

- [Education Act and Regulations](#)
- [WSIB Website Information](#)
- [Board District Code of Conduct](#)
- [300.15 Criminal Background Checks](#)

### FORMS:

- **FORM A – Workplace Insurance for Practicum Placements**
- **FORM B - Practicum Placement Checklist (Tentative)**
- [Board District Code of Conduct](#)

### DEFINITIONS:

**Associate Teachers:** are qualified teachers with a minimum of three years contract experience who host, guide, and evaluate the Teacher candidate(s) assigned to the practicum placement.

**Practicums:** are the teacher/early childhood educator/social worker/educational assistants, etc. candidate placements or any candidate seeking a placement in **the Board**.

**Practicum Supervisors:** are qualified personnel who host, guide, mentor, and evaluate the candidate placed **within the Board**.

**Teacher Candidates:** are students pursuing the Bachelor of Education degree.

### ADMINISTRATIVE PROCEDURES:

- 1.0** Administrators and teachers shall refer all inquiries from Faculties of Education regarding practicum placements to the Superintendent of Education (Academic Staffing). The Superintendent (Academic Staffing) shall be responsible for approving or denying requests from Faculties of Education for practicum placements. If a Faculty of Education is approved for prospective practicum placements, the Superintendent of Education (Academic



Staffing) shall establish a protocol for practicum placements that is consistent with this Administrative Procedure. Principals and teachers may not arrange for practicum placements. This same procedure applies to any candidate from any post-secondary institution of learning seeking a placement at **the Board**.

- 2.0 Administrators are encouraged to submit a list of prospective Associate Teachers to the Superintendent of Education (Academic Staffing) by ~~June 15~~ **the second week of September 15** of each school year. All Teacher Candidate placements are assigned by Family of School Superintendents in consultation with the Practicum Offices at the Faculty of Education.
- 3.0 ~~All Teacher Candidates, as well as any other candidate seeking placement at the Board, shall complete an annual satisfactory vulnerable sector check to the commencement of a practicum placement. School Board Associations have established the Ontario Education Services Corporation (OESC) to conduct the required criminal background checks of all Teacher Candidates on behalf of the school boards.~~ **Where applicable, ensure the completion of vulnerable sector screening and/or medical health forms for students (and personnel as applicable) which meet the indicated requirements of any provincial regulations, and such other statutes, regulations and rules which may be enacted from time to time relating to preventive health programs and measures. These forms will be completed or updated prior to the practical and/or clinical experience and can be requested by the Board (reference #300.15 Criminal Background Checks).**
- 4.0 Associate Teachers and Faculty Advisors are partners with Teacher Candidates in the practicum experience.
- 5.0 Mentors, and advisors for any post-secondary institutions seeking placement or practicum experiences for their Candidates are partners in the practicum experience.
- 6.0 When a practicum assignment is requested, agreements and affiliation contracts need to be reviewed by the Disability Manager, Human Resources, Superintendent of Business and Superintendent of Education (Academic Staffing) for signature.
- 7.0 All affiliation agreements and contracts will be returned to the post- secondary institution via the Secretary responsible for Superintendent of Education (Academic Staffing).
- 8.0 Communication to Administrator, Managers, Supervisors and/or Curriculum leads of the practicum placement will be completed by the Secretary responsible for Superintendent of Education (Academic Staffing).

**It is the responsibility of the Candidate to:**

- Complete all necessary forms and training for placement within the Board as outlined in the Practicum Placement Checklist.
- Remain professional and respectful, following the [Board District Code of Conduct](#) for all personnel.
- Attend regularly and punctually (at least 30 minutes prior to the start of the school day and 30 minutes after the completion of the school day).
- Attend all the assigned practicum days.
- Report any absences to the appropriate Faculty Advisor as well as to the Associate Teacher/ Practicum Supervisor at the Board.
- Reschedule absent days in consultation with the Associate Teacher/ Practicum Supervisor.
- Observe the Associate Teacher's or Practicum Supervisor's management/organizational routines and record observations.
- Plan detailed lessons in template format as per the faculty outline if working as a teacher candidate.
- Co-plan and co-teach with Associate Teacher or Practicum Supervisor.
- **Recognizes Recognize** that certain placement practicums will require travel and they are responsible for own transportation and mileage.
- Will participate in an interview for clinical placements as required by the post-secondary institution and the Board.



**It is the responsibility of the Associate Teachers/ Practicum Supervisor to:**

- Provide Candidates with a model of excellence in teaching and professionalism.
- Record Teacher Candidate attendance on the practicum term reports or reports required for the candidate placed at **the Board**.
- Report any attendance concerns to the Faculty Advisor/Practicum Office.
- Ensure that the Candidate is properly organized for the placement.
- Assist in planning of lessons and in providing appropriate resources if necessary.
- Ensure that detailed lesson plans have been written as required on all lessons taught if necessary.
- Review lessons/plans at the beginning of each day, observe, and provide feedback on lessons taught.
- Provide management ideas/assistance for Teacher Candidates and offer suggestions as required.
- Guide the Teacher Candidate in co-planning and co-teaching.
- Provide ongoing assessment of Candidate's practices.
- Complete the Final Evaluation and submit to the Practicum Office of the appropriate faculty.
- Ensure that the Associate Teacher/ Candidate is not left on their own in classrooms/placement environment **for a significant amount of time** in the absence of the Associate Teacher or Practicum Supervisor.
- Communicate with the Faculty Advisor where applicable.

**It is the responsibility of the Brant Haldimand Norfolk Catholic District School Board to:**

- Make available all forms and training (online/in person) to all candidates in a placement at **the Board**.
- Ensure the safety of all candidates using the attached checklist as a guideline.
- Communicate with the candidate as necessary (Human Resources, Superintendent - Academic Staffing) regarding placement, training, evaluation, completion of contracts/ reports.
- Communicate with the post- secondary institution as required or where applicable.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### HOME SCHOOLING POLICY 200.16

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the Board) has reviewed the Home Schooling Policy and Administrative Procedure as per our Policy Review. The Board recognizes the need to provide a distinctive Catholic Education for all students in its jurisdiction. The Board respects the rights of parent(s)/guardian(s) who decide to home school their children. Parent(s)/guardian(s) who home school are expected to provide satisfactory schooling.

#### **DEVELOPMENTS:**

The Board respects the right of parent(s)/guardian(s) to educate their children in the home. The Board also sees the need to describe the expected working relationship and connection between staff of the Board and the parent(s)/guardian(s) of home schooled children. Furthermore, the Board contends that parent(s)/guardian(s) and students need to be provided with the appropriate data, information, and educational considerations necessary to make an informed decision regarding home schooling a child.

The revised Policy and Administrative Procedure has been updated to articulate that Subsection 21(1) of the Education Act requires every child to attend school from the age of six until the age of eighteen (previously sixteen).

#### **INFORMATION:**

The revised Policy and Administrative Procedure explicitly states that parent(s)/guardian(s) and students will continue to be invited to connect with their school Principal. Parent(s)/guardian(s) can also opt to be kept informed of school events through the regular electronic notification system. Parent(s)/guardian(s) and students will also be encouraged to maintain a connection with the school parish to continue in their faith formation especially regarding preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.

It also confirms that transition plans (where applicable) will be contemplated for students who will enter Secondary School following a home schooling year and for students who will enter Post-Secondary Education following a home schooling year.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Home Schooling Policy and Administrative Procedure 200.16 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## **Home Schooling**

### **# 200.16**

<b>Adopted:</b>	April 21, 2001
<b>Last Reviewed/Revised:</b>	May 31, 2020
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	May 2024

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#### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board (**BHNCDSB**) recognizes the need to provide a distinctive Catholic Education for all of the students in its jurisdiction. The Board respects the rights of parent(s)/guardian(s) who decide to home school their children. Parent(s)/guardian(s) who home school are expected to provide satisfactory schooling. The Board respects the right of parent(s)/guardian(s) to educate their children in the home. The Board also sees the need to describe the expected working relationship and connection between staff of the Board and parent(s)/guardian(s) of home-schooled children. **Furthermore, the BHNCDSB provides parent(s)/guardian(s) and students appropriate data, information, and educational considerations necessary to make an informed decision regarding homeschooling a child.**

It is the responsibility of the Board to excuse children from attendance at school in accordance with Section 21(2) clause of the Education Act.

**Parent(s)/guardian(s) and students continue to be invited to connect with their school Principal. Parent(s)/guardian(s) can also opt to be kept informed of school events through the regular electronic notification system. Parent(s)/guardian(s) and students will also be encouraged to maintain a connection with the school parish to continue in their faith formation especially in regard to preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.**

#### **APPLICATION AND SCOPE:**

To provide guidelines for schools and parent(s)/guardian(s) with respect to home schooling of children. **At the parent(s)/guardian(s) request, a child can legally be excused from attendance at school for an academic year and a renewal request can be submitted each year in September.**

See Appendix A for an Introduction to Home Schooling for parent(s)/guardian(s) and Appendix B for Frequently Asked Questions about Home Schooling.

#### **Responsibilities**

##### **School Board**

- Monitors the home schooling of students excused from daily attendance in accordance with the Education Act, Provincial Regulation and Administrative Procedures of this policy.
- **Provides timely and relevant educational information on request of the parent.**

“When parent(s)/guardian(s) give a board written notification of their intent to provide home schooling for their child, the board should consider the child to be excused from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act. The board should accept the written notification of the parent(s)/guardian(s) each year as evidence that the parent(s)/guardian(s) are providing satisfactory instruction at home” PPM 131.”





### **Principal**

- Facilitates the application process ensuring adherence to subsection 21 (2), clause (a), of the Education Act.
- May invite the family to a discernment meeting and if following the meeting, the family is moving forward with homeschooling, forwards the request to the Superintendent for approval.
- Invites the family to a meeting in June to review the family's intentions for the following school year.

### **Parent(s)/Guardian(s)**

- Completes the application process, plans, and implements the home-schooling program, and assesses and evaluates student achievement.
- Initiates ongoing conversation with school board staff to ensure understanding or yearly educational opportunities.

### **Information**

#### **The Home-Schooling program should focus on the following:**

- A **satisfactory** plan for educating the child;
- Plan to ensure literacy and numeracy at developmentally appropriate levels;
- Plan for assessing the child's achievement;
- **Transition plan (where applicable) for students who will enter Secondary school following home schooling during Elementary school years;**
- **Transition plan (where applicable) for students who will enter Post-secondary education following home schooling during Secondary school years; and**
- The home-schooling parent has access to the student's OSR through the principal. Parent(s)/guardian(s) are encouraged to retain an open working relationship with the school, in the best interest of the student(s).

#### **Ministry of Education Curriculum Material**

- Parent(s)/guardian(s) who are providing home schooling may obtain curriculum policy documents and curriculum support materials through the Ministry of Education ([www.edu.gov.on.ca](http://www.edu.gov.on.ca)). Requests for Religion and Family Life resources are processed at the Catholic Education Centre.

#### **Courses Offered through the Independent Learning Centre and other Sources Support by the Ministry of Education ([www.ilc-coi.com](http://www.ilc-coi.com))**

If a parent/guardian has notified the school of the intent to provide home schooling, the parent/guardian may enroll their child in secondary courses offered through the Independent Learning Centre (ILC) **and other providers.**

To enroll a child being home schooled **with external providers** ~~ILC~~, the parent/guardian must submit:

- the enrolment form to **the provider** ~~ILC~~;
- the written excusal from attendance provided by the school to the parent(s)/guardian(s) that acknowledges the parent(s)/guardian(s)' intent to home school the child;
- Parent(s)/guardian(s) may obtain information pertaining to course fees directly **from each specific provider** ~~the ILC~~; and
- Students taking courses through **providers external to school Boards** ~~the ILC~~ are **normally** required to pay an administration fee for each course taken.



**Parent(s)/guardian(s) who have given a school written notification of their intent to provide home schooling may request access to the following:**

### **EQAO Assessments**

- Grades 3, 6, and 9 and/or the Ontario Secondary School Literacy Test (normally given to students in Grade 10), all of which are administered by the Education Quality and Accountability Office (EQAO).
- Parent(s)/guardian(s) must contact their home school by September 30 of the school year in which the assessments/tests are being conducted for information about the dates, times, and locations.
- It is the responsibility of the parent(s)/guardian(s) to provide transportation to and from the assessment site. The school will provide space for these students at the time and on the dates that assessments/tests are being administered to the Board's regular day school students.
- The school will request sufficient assessment/test materials from the EQAO so that the students who are receiving home schooling can participate.
- Schools will send assessment/test results to their homes.
- Note: The results of students who are receiving home schooling will not be included in school and Board reports generated by the EQAO.

### **Wellness Supports**

- Families in which children are receiving home schooling have access to Ministry of Health and Long-Term Care school health support and personal support services (and equipment) through the local Community Care Access Centres (CCACs) of the Ministry of Health and Long-Term Care.
- Families can be directed to the Board's Mental Health Lead for information.

### **Faith Formation**

- Requests for Religion and Family Life resources are processed through the Catholic Education Centre. There are also a number of resources available through the Institute for Catholic Education.
- Parent(s)/guardian(s) and students are also encouraged to maintain a connection with the school parish to continue in their faith formation especially in regard to preparation for the sacraments of Reconciliation, First Eucharist, and Confirmation.

### **REFERENCES:**

- Education Act, Sections 21, 24, 25, 26, 30
- P/PM 131 (June 2002)
- Ministry of Education [www.edu.gov.on.ca](http://www.edu.gov.on.ca)

### **FORMS:**

- Appendix A
- Appendix B
- Home School Application Form A
- Home School Response Form B
- Home School Investigation Form C

### **DEFINITIONS:**

**Part-Time Enrolment:** It is preferred for students to be enrolled full time. If a parent/guardian requests part-time enrolment, arrangements must be made with the Principal of the student's community school. Part-time student expectations in regard to attendance, course work, and assessment and evaluation, are the same for all students. The student will be enrolled on the part-time register.

**Full-time Enrolment/Return to School:** Should a Home-Schooled student wish to return to school on a full-time basis, parent(s)/guardian(s) need to meet with the Principal of the school. The Principal will determine whether an assessment will be required for educational placement.



**Prior Learning Assessment and Recognition (PLAR):** Prior learning includes the knowledge and skills that students have acquired, in both formal and informal ways, outside secondary school. Where such learning has occurred outside Ontario classrooms, students enrolled in Ontario Secondary schools and inspected private schools may have their skills and knowledge evaluated against the expectations outlined in provincial curriculum policy documents in order to earn credits towards the secondary school diploma. This formal evaluation and accreditation process is known as PLAR. PLAR procedures are carried out under the direction of the school principal, who is responsible for granting credits.

## **ADMINISTRATIVE PROCEDURES:**

### **1.0 Parent(s)/Guardian(s)**

- a) Provides written notification to the school principal (Form A attached – *Letter to Superintendent Indicating Notification of Intent to Provide Home Schooling*), where the student is currently attending, or is eligible to attend, of their decision to home school. The principal will provide parent(s)/guardian(s) with the Board policy and appropriate forms.
- b) Completes the appropriate forms.
- c) **Communicates to the school Administrator that a satisfactory plan is in place for home schooling.**
- d) Keeps the school principal informed of any change in address or telephone number.
- e) Provides written notification each year prior to September 1st to the appropriate Superintendent of Education in whose jurisdiction the child is eligible to attend, as evidence of provision of satisfactory instruction at home.
- f) Plans and implements the home-schooling program and assesses and evaluates student achievement.

### **2.0 Superintendent of Education**

- a) The Superintendent of Education will excuse the student from attendance at school, in accordance with subsection 21(2), clause (a), of the Education Act, upon receipt of written notification.
- b) The Superintendent of Education will accept annual written notification as evidence that satisfactory instruction is being provided. The annual notification letter will be filed in the OSR at the student's home school.
- c) The Superintendent of Education provides a written excusal from school attendance as per the Education Act in the form of a letter of acknowledgment to the Parents/guardians/guardians (Form B).
- d) If the Superintendent of Education and school principal have reasonable grounds to believe that the instruction being provide is not satisfactory, an investigation should be initiated.

### **3.0 Principal**

- a) The principal will ensure that an Ontario School Record (OSR) is on file for the home-schooled student. The OSR will be established in accordance with the OSR Guidelines. All correspondence is to be filed in the OSR. The OSR is to be transferred at age appropriate times (e.g., Grade 8 to Grade 9).
- b) The principal will establish a part-time register for students who are participating in school programs on a part- time basis (i.e., music, French).
- c) The principal may invite home schooled students to participate in school-related activities as appropriate.
- d) **Principals will maintain a list of all home-schooled students each year for management of OSR expectations.**

## **Investigation of Satisfactory Schooling**

### **1.0 Reasons for an Investigation (Form C)**

- a) Refusal of a parent to notify the Board in writing of the intent to provide home schooling.
- b) A credible report of concern by a third party with respect to the instruction being provided in the home.
- c) Evidence that the child was removed from attendance at school because of ongoing conflicts with the school, not for the purpose of home schooling.
- d) A history of absenteeism by the child prior to the parent notifying the Board of their intent to provide home schooling.



**2.0 Guidelines for Conducting an Investigation**

- a) The Superintendent, in consultation with the school principal, will determine when an investigation should be initiated.
- b) If an investigation is to be conducted, the Superintendent will contact the parent(s)/guardian(s) and follow up with written documentation (see Form C).
- c) The Superintendent and home school principal, through the principal, will meet with the family. The parent will be requested to submit in writing, information about the home schooling that focuses on the following:
  - i. A plan for educating the child.
  - ii. Plans to ensure literacy and numeracy at developmentally appropriate levels.
  - iii. Plans for assessing the child's achievement.
  - iv. **Any appropriate plans for transition.**
- d) The Superintendent will inform the Director of Education of the action taken.
- e) If a decision cannot be made based on the investigation to determine if the child is receiving satisfactory instruction at home, further action may be taken in accordance with subsection 24(2) of the Education Act (Inquiry by Provincial Attendance Counsellor).

**3.0 Placement Upon Return to an Ontario School**

- a) **Should a home-schooled student wish to return to school on a full-time basis, parent(s)/guardian(s) need to meet with the Principal of the school.**
- b) **The Principal will determine whether an assessment will be required for educational placement.**
  - i. **In most cases, the student will be placed in an age-appropriate grade in Elementary.**
  - ii. **For a student returning to Secondary, an assessment of prior learning including the knowledge and skills that the student has acquired both formally and informally outside of an Ontario Secondary school. The Secondary school principal and in-school team will determine placement in courses.**



# INTRODUCTION TO HOME SCHOOLING

## FOR PARENT(S)/GUARDIAN(S)

Parent(s)/guardian(s) in Ontario have a right to choose to educate their child(ren) at home. A child under the age of ~~sixteen~~ **eighteen** is excused from attendance if "...the child is receiving satisfactory instruction at home or elsewhere". The Ministry of Education does not define or describe "satisfactory instruction". It should not be assumed that home schooling must resemble regular day schooling in substance or format.

The following sections of the Education Act are relevant to this policy:

- Subsection 21(1) requires every child to attend school from the age of six until the age of **eighteen** ~~sixteen~~.
- Subsection 21(2) lists the legal reasons that a child may be excused from attending school. One of the reasons is that "the child is receiving satisfactory instruction at home or elsewhere", stated in clause (a).
- Subsection 21(5) requires parent(s)/guardian(s) to send children to school.
- Subsection 21(1) deals with the appointment of the Provincial School Attendance Counsellor, and subsection 24(2) sets out the authority and mandate of the Provincial School Attendance Counsellor to conduct an inquiry into the reasons for, and other circumstances related to, a child's non-attendance at school.
- Section 25 deals with the appointment by school boards of school attendance counselors and authorizes a school attendance counselor to enforce compulsory school attendance.
- Section 26 sets out the duties and powers of school attendance counselors.
- Section 30 deals with prosecution of parent(s)/guardian(s) for a child's non-attendance at school.
- Subsection 30(7) authorizes a court to order an inquiry under subsection 24(2).

Our best mechanism to ensure that a child's developmental and educational needs are being met is to maintain a positive, open relationship with families who elect to home school their children to the best extent possible.



# FREQUENTLY ASKED QUESTIONS ABOUT HOME SCHOOLING

- Q. What is the difference between “home schooling” and “home instruction”?**
- A. Home schooling is the provision of satisfactory instruction by a parent outside of the regular school system. Home instruction is the provision of a limited amount of instruction to a pupil who is temporarily unable to attend school **or a portion of school** due to illness or injury.
- Q. Are Principals required to meet with parent(s)/guardians(s) to review their education plan for their child?**
- A. As the parent(s)/guardian(s) have made the decision to home school, responsibility for providing satisfactory instruction rests with them. The absence of articulated Ministry of Education standards for “satisfactory instruction” makes the assessment of the program arbitrary. **Principals are encouraged to meet with families to offer support, answer questions and establish ongoing communication.**
- Q. Does the school pay a role in evaluating the child’s progress?**
- A. No. Assessment and evaluation are an important part of the instructional process; therefore, the responsibility rests with the person(s) providing the home schooling program.
- Q. Can parent(s)/guardian(s) ask that resources be provided to them?**
- A. The Brant Haldimand Norfolk Catholic District School Board does not provide resources for home schooling. Parent(s)/guardian(s) can access the Ministry of Education website (<http://www.edu.gov.on.ca>) to get program information, can contact publishers to purchase materials, or may purchase materials at a retail teachers’ store.
- Q. Where is a student placed on his/her return to our system after being home schooled?**
- A. It is the Brant Haldimand Norfolk Catholic District School Board’s position that a child will be placed in the age- appropriate grade. Students of secondary school age will be placed in accordance with Ministry program and student placement policy.
- Q. What is the role of the School Attendance Counsellor with regard to children who are being home schooled?**
- A. **When the school Board cannot confidently determine whether a child is receiving satisfactory instruction, a request to the Provincial School Attendance Counsellor may be made by the Family of Schools Superintendent of Education. Before requesting an inquiry by the Provincial School Attendance Counsellor, the Board will have exhausted all normal means and processes in communicating with the family to determine whether the child is receiving satisfactory instruction.**



# NOTIFICATION OF INTENT TO PROVIDE HOME SCHOOLING

To the Superintendent of Education, Brant Haldimand Norfolk Catholic District School Board:  
I/We herewith provide the names, gender, and date of birth for each *child* of compulsory school age for whom I/we intend to provide home schooling.

First and Last Names	Gender	Date of Birth	Designated Home School

Name of Parent/Guardian:	
Home Address including Postal Code:	
Email:	
Home Telephone:	(       )

**Ongoing Communication with School:**  Email  Phone

I/We wish to notify the Brant Haldimand Norfolk Catholic District School Board that I/we will provide home schooling for our child(ren) starting in                     dd/mm/yyyy                    . I/we understand my/our responsibility under the Education Act to provide satisfactory instruction for my/our school-age child(ren) and do hereby declare my/our intent to do so.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Copy: Principal of home school  
S01 OSR (each student listed above)

*The Superintendent and principal to retain copies on file.*

**Information Collection Authorization**

*Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)*



# LETTER IN RESPONSE TO A PARENT'S INTENT TO HOME SCHOOL

[insert date?]

Dear

Thank you for notifying the Brant Haldimand Norfolk Catholic District School Board of your intent to provide home schooling for your children:

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Your child(ren) is/are excused from attendance at school for the year \_\_\_\_\_ under subsection 21(2) clause (a) of the Education Act, because your child(ren) is/are receiving satisfactory schooling at home.

If you would like your child(ren) to participate in the assessments for students in Grades 3, 6, and 9, and/or in the Ontario Secondary School Literacy Test (normally given to student in Grade 10), that are administered by the Education Quality and Accountability Office (EQAO), ~~you should~~ contact the school board by September 30 *(or another date specified by the school board)* for information about the dates, times and locations.

Enclosed please find a copy of Policy/Program Memorandum No. 131, "Home Schooling", issued by the Ministry of Education.

Sincerely,

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Signature of School Board Official

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Name of School Board Official (Print)

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Title of School Board Official

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Date (move to top of letter?)

Attachment(s)

Copy: Principal of Home School  
S01 OSR (each student listed  
above)

*The Superintendent and principal to retain copies on file.*

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## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### HOME INSTRUCTION 200.17

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the Board) has reviewed the Home Instruction Policy and Administrative Procedure as per our Policy Review. The Board recognizes the need to provide a distinctive Catholic Education for all students in its jurisdiction. The Board is committed to ensuring continuity of programming for any student who needs to be absent from school for a prolonged period.

Home instruction is a temporary programming option for student(s) who cannot attend regular day school classes for a prolonged period of time typically due to illness or injury. Depending on the unique needs of each learner and the circumstance, Home Instruction can be offered onsite through St. Mary Catholic Learning Centre and its Satellite campuses or offsite at a student's home or alternative site.

#### **DEVELOPMENTS:**

Much of the process and intent of the policy and procedure remain the same. Some of the human resource processes have been updated to reflect current practice. Other processes have changed slightly to align with the evolution of St. Mary Catholic Learning Centre. An important change in language is the reference to the student's inability to attend school. To limit the additional cost to the Board, Home Instruction is normally only used if a student does not have the capacity to attend school for programming.

#### **INFORMATION:**

The current Policy is divided into two distinct administrative procedures. One procedure for onsite instruction and one for offsite instruction. Most of the information in the two procedures was redundant. Therefore, the revised Policy and Administrative Procedure now has one procedure with the addition of a section which outlines specific information pertinent to on-site Home Instruction. In some cases, in order to support a successful return to full-time attendance at a student's home school, a short-term transfer program is required at St. Mary Catholic Learning Centre or Satellite Campus. The student is provided with onsite Home Instruction coordinated by St. Mary's Catholic Learning Centre Administration.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Home Instruction Policy and Administrative Procedure 200.17 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## **Home Instruction**

### **# 200.17**

<b>Adopted:</b>	April 24, 2001
<b>Last Reviewed/Revised:</b>	May 31, 2020
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2023-2024

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#### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board recognizes the need for all students to succeed. The Board, in cases where a student registered in the district will be absent from school for a prolonged period of time or who cannot attend regular day classes, will provide home instruction to ensure continuity of programming. The appropriate Superintendent of Education will arrange for home instruction. **Depending on the unique needs of each learner, Home Instruction can be offered onsite through St. Mary CLC and its Satellite campuses or at a student's home or alternative site. Where possible, having a student complete Home Instruction onsite is preferred. Home instruction is to be provided for a student when:**

- **Medical evidence that the pupil student cannot attend school is provided to the Principal. Medical documentation will be current (within 30 days of application) and indicate the time frame of absence;**
- **A Principal of a school becomes aware that a student will be absent for an extended period of time (more than three (3) weeks). It should be noted that a pupil with an infectious disease is not eligible for home instruction during the contagious stages of the disease, but school work and/or assignments can be provided for the student by the classroom teacher upon request from the parent(s)/guardian(s). Such work/assignments will only be provided if it is deemed by school personnel that the student is willing and able to complete the work/assignments given; and**
- ~~Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. This "waiting period" can be waived if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student. It is understood that the home instruction arrangement is a temporary measure to assist the student in making the transition back to regular school attendance; and~~
- **The principal has received other appropriate official documentation supporting the student's inability to attend school for an extended period of time.**

#### **APPLICATION AND SCOPE:**

To provide direction for school principals/vice-principals regarding students requiring home instruction. **Home instruction will normally begin no sooner than three (3) weeks from the last date of attendance at school. The Superintendent can waive this "waiting period" if the Principal is made aware of the need for home instruction well in advance of the first day of the anticipated absence of the student and has received supporting documentation.**

#### **Responsibilities**

##### **Superintendent of Education:**

The Superintendent of Education will coordinate the implementation of the home instruction **application and approval** procedures.

##### **Principal:**

The School Principal will discern **whether the student is a candidate for onsite Home Instruction** and then accordingly complete the application for home instruction **as well as coordinate** and monitor the home instruction.



**Parent(s)/Student(s)(over 18):**

Parent(s)/student(s) will provide necessary documentations to apply for home instruction and commit to the expectations outlined by the Principal.

**Home Instruction Teacher:**

The Home Instruction Teacher will provide instruction as per school direction and keep an accurate log of instructional time.

**Classroom Teacher**

The regular Classroom Teacher will provide support to administration and the Home Instruction Teacher to ensure continuity of learning during the extended period of absence and assist in successful transition back into the class as appropriate.

**REFERENCES:**

- Regulation 298 Subsection 11 (11) – School Attendance
- Education Act – Section 21 (2)(b)

**FORMS:**

- Application for Home Instruction
- Home Instruction Time Report

**DEFINITIONS:**

**Home Instructors:** Home Instructors are Board employees, thereby subject to the requirements of Criminal Background Checks/Vulnerable Sector screening that is required of all teaching employees. Home Instructors shall be qualified teachers and hired through the Home Instructor application process as designed by the Human Resources department. They may be the student's teacher or another teacher from the school Board staff of the student's school. If the student's teacher or another teacher from the staff of the student's school is willing to provide home instruction, this instruction will occur outside the regular hours of the school day.

**ADMINISTRATIVE PROCEDURES:**

**1.0 Superintendent of Education**

**The Superintendent of Education will:**

- ~~compile a list of qualified candidates willing to be employed as Home Instruction Teachers within various subject/grade levels and within specific geographic areas of the Board. It is understood that for students in Grades 11 and 12, every attempt will be made to employ a subject specialist for the student.~~
- assist the school in providing a qualified teacher for Home Instruction;
- approve mileage expenses at time of application in accordance with BHNCDSD policies and procedures for a home instruction teacher when the only available teacher must travel more than to provide instruction;
- approve the application for Home Instruction;
- advise the principal and family that the Home Instruction arrangement is a temporary measure to assist the student during the absence and support the transition back to regular school attendance;
- cancel Home Instruction if:
  - the student cannot or does not make himself/herself available or cancels three times without 24 hours notice;
  - the student is opposed to Home Instruction; or
  - the Home Instructor's safety is in question.



## **2.0 Principal**

### **The Home School Principal will:**

- at the beginning of each year, solicit staff interest in possible Home Instruction teaching assignments;
- provide a list of interested teachers to Human Resources to be combined with the list of teachers collated by Human Resources;
- recommend a teacher to Human Resources for each Home Instruction assignment;
- on becoming aware that a student will be absent for an extended period of time (**more than 3 weeks**), inquire of the parent(s)/guardian(s) whether the student is able to ~~take~~ **receive** instruction and ~~receive~~ **obtain** an estimate of length of time instruction will be needed;
- request appropriate official documentation supporting the student's **inability to attend school**;
- consider whether the student will benefit from on-site or off-site home instruction.
- determine whether the student can attend a portion of the school day and received home instruction to augment time they are unable to attend;
- ~~have the family obtain and present to the school a~~ **communicate with the family to complete the** Home Instruction Application (Form A), indicating the nature of the medical condition, the fact that the student is **unable to attend school** but is able to receive instruction and complete school work/assignments, and the expected date of return to school;
- ascertain from the student's timetable those subject areas in which instruction can be readily and effectively given at a location other than the school. Some subjects require emphasis on practical experience and do not lend themselves to effective instruction outside the school setting;
- **take into consideration any safety concerns associated with offering a specific course outside of the school setting without the proper resources and direct supervision of a qualified teacher;**
- take into consideration the pupil's progress prior to the absence and the time within the school year at which the absence occurs;
- determine the optimum number of instruction hours per week (normally three hours per week) to be **recommended for approval by the Superintendent**;
- complete Form A and send it to the appropriate Superintendent for approval.

## **3.0 Classroom Teacher**

### **The Classroom Teacher will:**

- prepare appropriate materials to be given to the Home Instruction Teacher; including syllabus, course outlines, marking scheme, text, novel, course documents, etc;
- provide assessments and evaluations for the Home Instruction Teacher, (i.e. tests, quizzes, final exams, written assignments);
- **consult with the principal to determine if the when/if the student will return to the regular classroom;**
- **consult with the principal to determine responsibilities for evaluation of the student's work;**
- work cooperatively with the Home Instruction Teacher;
- **for elementary students, design learning with a focus on literacy and numeracy and other essential learning recommended by the classroom teacher;**
- **the classroom teacher is responsible for the reporting of the student's attendance in PowerSchool, unless otherwise arranged through the Principal. The student shall be marked present for the course(s)/subjects for which they are receiving Home Instruction with an "H" in PowerSchool.**

## **4.0 Home Instruction Teacher**

### **The Home Instruction Teacher will:**

- contact/visit the school to obtain relevant information regarding the pupil's educational needs;
- contact the home to arrange a schedule of up to three hours per week of instruction; the instruction may take place in the home, hospital or another mutually agreed upon location;
- **in consultation with the classroom teacher provide ongoing instruction aligned with the classroom teacher's unit and course/subject outline;**
- prior to designated reporting periods, provide the classroom teacher with all relevant assessment **and** evaluation ~~and reporting information collected on behalf of the~~ from student;



- in some situations, provide evaluative input including comments for the report card where appropriate;
- complete the appropriate time and report sheet (Form B) monthly bi-weekly and attach a report (Form B) of the instruction given and progress made by the student - Form B must be sent to the home school Principal who will sign and forward to the appropriate Superintendent.
- be paid at the Continuing Education pay rate as per the elementary and secondary teachers' collective agreements; and
- contact the Principal if:
  - there is concern of personal safety;
  - the student cannot or will not make himself/herself available or cancels three times without 24 hours prior notice or;
  - the student is opposed to Home Instruction.

Note: in rare circumstances the Home Instruction Teacher will have sole responsibility for the instruction and evaluation for credit. In this case the student and Home Instruction Teacher are not working in conjunction with a classroom teacher. In these instances, the Home Instruction Teacher is responsible for all of the planning, preparation and marking for the entire credit and provides the classroom teacher with the reporting information as required.

## **5.0 Parent(s)/Guardian(s)**

### **The Parent(s)/Guardian(s) will:**

- provide appropriate official documentation supporting the student's inability to attend school;
- support the student in meeting the expectations of the home instruction;
- create a schedule in consultation with the Home Instruction Teacher for the times and dates that Home Instruction will occur;
- notify the Home Instruction Teacher 24 hours in advance if a session needs to be cancelled;
- ensure a quiet working area conducive for learning where the Home Instruction can take place; and
- be present in the home or alternative location while the instruction is taking place.

## **6.0 Student**

### **The Student will:**

- complete as much work as possible independently and use the Home Instruction time to ask questions/seek clarification;
- complete assignments by the deadline(s) provided; and
- be prepared to work with the Home Instruction Teacher during the arranged time.

## **7.0 Onsite Home Instruction**

Where possible, in order to support a successful return to full-time attendance at a student's home school, a short-term transfer program is required at St. Mary Catholic Learning Centre or Satellite Campus. The student will be provided with On-site Home Instruction coordinated by St. Mary's CLC Administration, the Home-school Principal and the Superintendent of Education.

The Home School Principal will adhere to Procedures 1.0 through 6.0 as outlined above and specifically note the following:

- 7.1 The Home School Principal completes the application process for onsite home instruction.
- 7.2 The Superintendent responsible for Home Instruction will approve and forward the application directly to the Home Instruction Site Administrator at St. Mary Catholic Learning Centre and/or Satellite Campus staff and copy the Home School Principal.
- 7.3 The Home School Principal will complete the Home Instruction Intake Form.
- 7.4 The Parent or adult student will provide transportation to the program location.
- 7.5 The St. Mary's CLC Site Administrator will coordinate staffing and oversee the home instruction.
- 7.6 The Onsite Social Worker or supporting Social Worker at a Satellite Campus will provide



- support during the program and/or assist the transition back to his/her home school.
- 7.7 The student remains registered at his/her home school. The St. Mary's support team will collaborate with the home school team to assist a successful transition back to the regular class.
- 7.8 In some cases, the student will be registered as a student of St. Mary Catholic Learning Centre. The responsibility of the student will then reside with the Site Administrator and the St. Mary CLC staff. The school team will consider various transition options.



# APPLICATION FOR HOME INSTRUCTION

Student Name: \_\_\_\_\_ OEN: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Grade: \_\_\_\_\_ Male  Female   
yy/mm/dd

Name of Parent/Guardian: \_\_\_\_\_ Telephone: \_\_\_\_\_

Nature of Student's Inability to Attend School: \_\_\_\_\_

\_\_\_\_\_

Medical Certificate Attached:  To Follow:

Date Last Attended School: \_\_\_\_\_ Date Home Instruction to Commence: \_\_\_\_\_

Anticipated Date of Return: \_\_\_\_\_

Signature of Principal or Vice-Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Subject/Grade Level	Choose One Option	
	ONSITE INSTRUCTION	HOME INSTRUCTION
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Approval: \_\_\_\_\_ hours per week

\_\_\_\_\_  
Superintendent of Education

\_\_\_\_\_  
Name of Home Instruction Teacher

Date: \_\_\_\_\_  
yy mm dd

Home Instruction is now complete: Last day of instruction \_\_\_\_\_ Principal \_\_\_\_\_

- Copy to:
- Superintendent of Education
  - Attendance Secretary
  - OSR
  - Student Info System
  - Student Services
  - Social Worker
  - St. Mary CLC Admin IF ONSITE

The Superintendent and principal to retain copies on file.

### Information Collection Authorization

*Notice of Collection: The personal information you have provided on this form and any other correspondence relating to your involvement in our programs is collected by the Brant Haldimand Norfolk Catholic District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended and in accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, (R.S.O. 1990 c.M.56) The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer, and disposal of pupil records. If you have any questions, please contact the school principal and/or the Freedom of Information Officer, Brant Haldimand Norfolk Catholic District School Board, 322 Fairview Drive, Brantford, ON, N3T 5M8 (Telephone 519-756-6505, Ext. 234)*







## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### HEAD LICE (PEDICULOSIS) 200.20

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the Board) has reviewed the Head Lice (Pediculosis) Policy and Administrative Procedure as per our Policy Review Plan. The Board has a role in educating staff and families on the recognition, early treatment, prevention, and control of head lice infestation. In partnership with the counties' Health Units, the BHNCDSB encourages families to share responsibility for pediculosis control. The Board also has a role in preventing the spread of pediculosis by following precautions at school, which help to minimize the spread in the schools.

#### **DEVELOPMENTS:**

Much of the policy remains the same with minor updates to language and recent insight into controlling head lice infestation. The revised Policy and Administrative Procedure more clearly articulates that elementary and secondary school students who are found to have head lice or nits will be excused from mandatory class attendance to allow for a full course of treatment (and repeated treatments as necessary) and to avoid close head-to-head activities. Any absence from school will not interrupt or affect the child's academic program.

#### **INFORMATION:**

The revised Head Lice (Pediculosis) Policy and Administrative Procedure now includes a section that provides information on environmental decontamination. In some situations, significant infestation of a particular classroom may occur. This section outlines some cleaning and disinfecting suggestions, although the Canadian Pediatric Society has confirmed that environmental cleaning or disinfection following the detection of a head lice case is not warranted. Depending on the severity of the infestation, the type of classroom and other specific circumstances, the principal in consultation with the Superintendent may close the infested classroom for a maximum of 3 consecutive days, while the class continues in another classroom.

The revised Head Lice (Pediculosis) Policy and Administrative Procedure now includes a section on the Re-Admission Procedure outlining the steps for re-admitting a student who has been treated for pediculosis.

#### **RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revised Policy and Administrative Procedure Head Lice (Pediculosis) Policy 200.20 to the Brant Haldimand Norfolk Catholic District School Board for approval.



## **HEAD LICE (PEDICULOSIS)**

### **# 200.20**

<b>Adopted:</b>	April 21, 2001
<b>Last Reviewed/Revised:</b>	June 28, 2020
<b>Responsibility:</b>	Superintendent of Education
<b>Next Scheduled Review:</b>	2023-2024

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#### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board (BHNCDSB) recognizes that most outbreaks of pediculosis (head lice) occur in school children, particularly those of elementary school age. Pediculosis **does not spread infection nor is it not a health or education issue.** However, **they are a societal problem with substantial costs.** ~~but is a community concern.~~ While control of pediculosis is ultimately a family responsibility, the Brant Haldimand Norfolk Catholic District School Board has a role **in educating staff and families on the recognition, early treatment, prevention, and control of head lice infestation.** **In partnership with the counties' Health Units, the BHNCDSB encourages families to share responsibility for pediculosis control.** ~~in educating families in prevention and control.~~ The Board also has a role in preventing the spread of pediculosis by following precautions at school, which help to minimize the spread in the schools.

~~The Brant Haldimand Norfolk Catholic District School Board recognizes that head lice is not a disease or a health issue, but is defined as a social nuisance which needs to be managed in the best interest of students through the partnership of parent(s)/guardian(s), students and the school community.~~ The treatment and eradication of head lice is ultimately the parent(s)/guardian(s)' responsibility.

~~Students with head lice or nits will be excluded from school for the purpose of receiving a head lice treatment.~~ **Early recognition and treatment in the home is paramount to prevention and control of head lice infestation.** **Students with Head Lice or nits will be excused from mandatory class attendance to allow for a full course of treatment and avoid close head-to-head activities.** **A child's academic programming will not be interrupted or negatively affected due to being absent from class as a result of treatment.**

#### **APPLICATION AND SCOPE:**

**This administrative procedure will provide a consistent school response which is necessary to provide education, prevention, and control of Pediculosis.** ~~this social nuisance.~~

#### **Responsibilities**

##### **Principals/Vice-Principals:**

Principals/Vice-Principals will ensure that the outbreak of pediculosis is monitored at the school level and **dealt with equitably and sensitively to avoid stigmatizing affected families and students.**

##### **Parent(s)/Guardian(s):**

Parent(s)/guardian(s) will ensure **regular inspections for head lice and nits** and that once pediculosis is discovered, the proper treatment program is followed **and repeated as necessary.**

#### **REFERENCES:**

- Brant County Health Unit – [www.bchu.org](http://www.bchu.org)
- Canadian Pediatric Society – [www.cps.ca](http://www.cps.ca)
- Haldimand Norfolk Health Unit – [hnh.org](http://hnh.org)



**FORMS:**

- Parent Notification Letter Form A
- Confirmation of Treatment Form B
- Appendix A How to Check for Head Lice
- Appendix B Head Lice Prevention and Treatment

**DEFINITIONS:**

**Pediculosis (Head Lice):** Head lice are tiny ~~bugs~~ **insects** that live only on the scalp of human beings **where they lay eggs**. They are the size of a pinhead. They do not have wings so they cannot fly or jump, and they are not found on cats, dogs, or any other household pet. The bites from head lice cause itching and scratching. Scratching may cause sores which can get infected.

**Nits:** **The eggs that lice lay are called nits.** ~~Lice lay eggs on the hair. These eggs are also called nits. These look like tiny yellow, tan, or brown dots before they hatch. Lice lay nits on hair shafts close to the scalp, where the temperature is perfect for keeping warm until they hatch. Live eggs are dark. They can also be the colour of the hair they are on.~~ Nits are half the size of a pinhead. They stick to the hair and do not fall off if you touch them. After the eggs have hatched, the shells are white. These empty shells stay on the hair, as the hair grows.

**ADMINISTRATIVE PROCEDURES:**

**1.0 Action Plan**

By September of every school year, elementary school principals must have an action plan **that educates families in the prevention and recognition of both head lice and nits** and a plan to respond to cases of ~~head lice/pediculosis~~.

**Note:** Communication should occur throughout the school year through regular school **communications newsletters, etc.**, to remind parents to check their child's hair before the child returns to school **from regular school breaks in September.** Information **Brochures (PDFs) are available from both health units.**

**Each plan must include the following:**

- An annual regular procedure for informing parents about pediculosis ~~using information from the local Health Unit (newsletters, student agenda, etc.)~~
- A process for pediculosis screening ~~and informing parents about the exclusion process.~~
- A clear re-admission procedure requiring that the student has been inspected **for head lice and nits "nit-free"**.

~~Secondary school students will be excluded from school if head lice or nits are present.~~

**2.0 Reports of Head Lice/Pediculosis**

**Following the discovery or report of pediculosis, the Principal shall take the following steps:**

1. A general letter (Appendix "A" and Appendix "C") shall be sent home with each person affected and to any other groups deemed necessary by the Principal. As well, all staff who have worked with the person having pediculosis, or that has been in the immediate vicinity of the person with pediculosis, shall be notified.
2. A "Confirmation of Treatment" form (Appendix "B") shall **also be sent home** to the parent(s)/guardian(s) of each student having pediculosis advising them of the policy on control of head lice and nits and the requirements to complete the form. This form is to be returned to the Principal prior to the student returning to class.
3. **Elementary students who are found to have head lice or nits will be excused from mandatory class attendance to allow for a full course of treatment (and repeated treatments as necessary) and to avoid close head-to-head activities.**
4. **Secondary students with head lice or nits will be excused from mandatory class attendance to allow for a full course of treatment and avoid close head-to-head activities. Any absence from school will not interrupt**



- or affect the child's academic program.
5. Any absence from class as a result of treatment will not interrupt or negatively affect the child's academic program.
  6. The parent(s)/guardian(s) will bring the child to school and remain while the student is examined by a trained person prior to re-admission.
  7. If the student is still found to have head lice or nits, he/she will continue to be excused so that treatment can be re-administered (in some cases, if nits/shells are found, that doesn't mean that the child is still infested).
  8. Staff with Head Lice or nits will be excused from regular teaching duties to allow for a full course of treatment and avoid close head-to-head activities. ~~with from school by the Principal until treatment has been completed and they are deemed to be free of all head lice and/or nits.~~
  4. Staff who have contracted head lice **Pediculosis** from the workplace have the right to apply for benefits under the Workplace Safety and Insurance Act by reporting the incident to their Principal/Supervisor, who will complete the accident and injury report.
  5. It is the responsibility of the Principal to ensure that a check is completed of the hair of children in a class where head lice and/or nits have been discovered and the hair of the siblings of the child identified with head lice that attend the same school. **Principals may train lunch monitors to assist in these checks. use volunteers from the school or community??**. These volunteers shall receive instruction in the identification of head lice to assist with this process. **Personnel should be established at the start of the school year.** Appendix "C" may be used as a reference for instructing on the proper method for checking for the existence of head lice.
  6. The Brant and Haldimand/Norfolk Health Units provide training to individuals at the school-level for detecting lice.
  7. The principal has the final decision regarding the presence of head lice or nits.

### **3.0 Confidentiality**

The dignity and wellbeing of students shall be given the highest priority. Every attempt will be made to respect the student's privacy and self-esteem. ~~All volunteers from the school or community who assist in this process must maintain confidentiality.~~ **All who assist in this process must maintain confidentiality.**

### **4.0 Parent(s)/Guardian(s)**

Parent(s)/guardian(s) are encouraged to learn how to identify head lice and nits and make the checking of hair a part of regular hygiene. If pediculosis is identified, the parent is responsible for ensuring treatment is administered and a Confirmation of Treatment **Form (Form B)** is completed and returned to the Principal.

### **5.0 Environmental Decontamination**

- In some situations, significant Infestation of a particular classroom may occur. The Canadian Pediatric Society has confirmed that environmental cleaning or disinfection following the detection of a head lice case is not warranted.
- Lice and nits live close to the scalp and do not survive for long, away from the scalp. Nits are unlikely to hatch at room temperature away from the scalp.
- Washing items in close or prolonged contact with the head (e.g., hats, pillowcases, stuffed toys, towels, brushes, combs) may be warranted. Wash such items in hot water ( $\geq 66^{\circ}\text{C}$ ) and dry them in a hot dryer for 15 minutes. Schools may decide to store any items that cannot be easily cleaned in a sealed plastic bag for 2 weeks which will kill both live lice and nits.
- Any head gear, headphones etc. are not permitted for communal use. Students are required to purchase their own headphones/headsets, place them in a Ziploc bag (labelled) and not to be shared. If items are required to be shared, they must be cleaned and disinfected with Lysol or rubbing alcohol before being issued to other students.
- Never use insecticides. Use a Virex disinfectant to clean surfaces (including tables, chairs, work centres, etc). Use Lysol spray for carpets, upholstered furniture, pillows, etc.
- Vacuum all floors, rugs, pillows, carpet squares, and upholstered furniture.
- Hard surfaced Classroom floors are not a risk in the transmission of head lice and no special anti-lice



measures are required

- Nymphs and adult head lice can survive for only 1 to 2 days away from the human host. While nits can survive away from the host for up to 3 days, they require the higher temperatures found near the scalp to hatch.
- Depending on the severity of the infestation, the type of classroom and other specific circumstances, the principal in consultation with the Superintendent may close the infested classroom for a maximum of 3 consecutive days.
- It is not necessary to hire an exterminator.

**6.0 Re-Admission Procedure**

If the student has been treated for pediculosis and is free of live head lice and nits, he/she may return to class the following conditions have been met:

- Student checks in and remains at the office with their parent(s)/guardian(s) while the re-admission protocol is put into place;
- Confirmation of Treatment Form is confirmed completed and signed by the parent(s)/guardian(s), indicating that all conditions have been met;
- Trained person examines the student and detects no live head lice and/or a number of nits – student may resume class;
- If the student is still found to have live head lice and/or a number of nits, he/she will be excused so that treatment can be re-administered;
- Staff will create a log to keep track of cases.

Student Name	Grade	Date Detected	Form Sent (✓)	Form Returned (✓)	Re-Entry Date
Jane Smith	2	May 26 <sup>th</sup> , 2020	✓	✓	September 8 <sup>th</sup> , 2020



# HEAD LICE (PEDICULOSIS)

## How to Check for Head Lice

- ✓ Examine the head under natural bright light. Head lice may be hard to detect because they move quickly and are very small.
- ✓ It is helpful to examine the head from different angles or light. This is easily achieved by moving around the adult/child while examining. Newly laid eggs are almost transparent.
- ✓ Part the hair and closely examine the scalp, especially the nape of the neck and behind the ears.
- ✓ To find the eggs, look for small white or yellowish-brown specks that are about the size of a **pinhead** poppy seed. You may see lice quickly moving away from the sunlight.
- ✓ To tell the difference between eggs and dandruff, try to dislodge them from the hair shaft. If they are not easily removed, they are probably eggs.



# HEAD LICE (PEDICULOSIS)

## Prevention and Treatment



# Head Lice Prevention & Treatment

## What you should know about head lice

Lice, like ants at a picnic, are a part of nature. We dislike them and don't want them in our hair or in our home.

Lice have three stages – the egg (nit), the nymph and the adult.

- Nits are whitish-grey or tan and approximately the size of a grain of sand. Head lice lay their eggs on the hair shaft very close to the scalp with a waterproof "glue." This **makes it difficult to wash them off or brush them out like dandruff.**
- Nymphs are baby lice. They look like adult lice but smaller.
- Adult lice are approximately the size of a sesame seed. They have six legs and are usually tan, grayish white or brown in colour. Lice **move quickly and can be difficult to see.**



**Lice do not jump, fly, swim, or live on pets such as cats and dogs.**

Lice are a nuisance but are not a health concern. They do not cause illness or disease.

The good news is that lice can be managed...and removed. There are ways and treatment options and steps you can take to stop lice from spreading.

## How do I know if my child has lice?

- tickling or itchy feeling on the head
- feeling something moving in the hair
- frequent scratching of the head

In very bright light, look for lice and nits (lice eggs):

- close to the scalp
- around the ears
- near the forehead
- near the base of the neck

Live lice can be seen moving in the hair close to the scalp. Nits (lice eggs) can be seen close to the scalp attaching to the hair stand.

**NOTE: Unlike dandruff, nits don't easily move and need to be removed using a comb or your fingernail.**



## How to prevent lice from spreading

To prevent getting head lice, avoid direct hair-to-hair contact with others and wear long hair tied up.

Do **NOT** share personal items such as:

- brushes and combs
- hair bands, ties, and elastics
- head phones
- hats or helmets
- scarves or towels

If someone in your home is found to have head lice, check all other family members for lice as well.

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## Treating Head Lice

Lice shampoo products have been shown to be **the most effective method for getting rid of head lice**. Before using any head lice shampoo product, read the product inserts and carefully follow the instructions on the package. In some cases, multiple applications may be required to completely remove the lice.

For information about various shampoo options, or if you have questions about how to use the product, ask your pharmacist.

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## Other Treatments

Some people suggest home remedies for head lice, such as mayonnaise, petroleum jelly, olive oil, vinegar, mineral oil or tea tree oil. There is no evidence that products such as these work to **effectively treat head lice**.

**NEVER USE** WD-40, gasoline, kerosene or any other **flammable liquid to treat head lice**. These products do not work to remove or prevent lice, but they can pose a serious risk to health.



Head lice shampoo or crème rinse treatment products are available at most pharmacies.

People who receive government funding through Ontario Works (OW) or Ontario Disability Support Program (ODSP) can get lice treatment products for low or no cost from pharmacies with a prescription.

People who have health care benefits through their employer can ask for a prescription from their doctor to get a lice treatment product for a low cost.



## Alternative option: Wetcombing

- Note:**
- There is limited evidence that wet combing works all on its own to completely get rid of head lice. It is not recommended as a primary treatment, but can be **effective when combined with lice shampoo treatment.**
  - Some people may not be able to use medicated shampoo treatments (e.g. due to a medical condition, or if you are pregnant or breastfeeding). If this is the case, wet-combing of the hair is a non-chemical way to attempt to treat head lice.
  - **Wet combing is done by using a fine-toothed metal comb designed specifically to remove nits and lice from** hair strands while the hair is wet with water and/or regular hair conditioner. It needs to be done **EVERY FOUR DAYS FOR 14 DAYS to be effective.**
  - Wet combing requires time and commitment for the routine to be successful. You may need to dedicate 30 minutes to one hour of time depending on the child's hair.
  - Nit combs can be purchased at a pharmacy for approximately \$5 - \$10.



## Wet combing method

1. Collect all equipment; lice comb, hair conditioner, hair clips and small brush.
2. Drape a plastic apron around the neck of the person being treated. A large **garbage bag with a hole cut in the bottom to fit** over the head will also work.
3. Find a brightly lit area near a window, or have the **child sit near a lamp or use a flashlight to see the scalp well.**
4. Have the child sit on a non-upholstered surface, like a plastic or wood chair.
5. Wet hair fully with water, pat dry and add regular hair conditioner (this makes combing easier). Do not rinse conditioner out of hair.
6. Separate hair into small sections, starting at one side of the head, and slowly work toward the other side.
7. Using the lice comb, place the comb against the scalp at the top of the head. Pull the comb slowly **and firmly on an angle from scalp to the end of** the hair strand.
8. Remove and any lice, nits, nymphs, egg shells found in the comb using a small brush.



9. Rinse the lice comb in hot water after each stroke of hair.
10. Repeat combing until no lice, nits or eggs are found in the comb. Clip the combed cleaned hair away from non-combed hair.
11. Repeat this process until every section of hair has been combed.
12. Once combing is complete you may shampoo with regular shampoo OR use a head lice shampoo and follow the package instructions.
13. Repeat this process every four days for 14 days until no live lice, nits, or shells are found in the hair.



## Cleaning Your Home

Lice can't live longer than approximately 24 hours on non-human surfaces like carpets, **hardwood floors, clothing, and furniture.** **However, if you have identified lice in your home, isolate and wash those items and areas within at least 72 hours.**

Pay special attention to items that directly touch the head such as hats, pillowcases, car seat covers, combs and brushes. Wash these items in hot water and dry them in a hot dryer for at least 15 minutes, or store the items in an airtight plastic bag for two weeks.

## Call your health care provider if....

- || Your child is under 2 years old
- || Has a seizure disorder
- || Has lice or nits on the eyebrows and eyelashes

- || Has open sores or wounds on the scalp
- || Has allergies

[Type here]

If you are pregnant or breastfeeding, call Motherisk at 416-813-6780 for more information.



[www.hnhu.org](http://www.hnhu.org)



**BRANT COUNTY  
HEALTH UNIT**

[www.bchu.org](http://www.bchu.org)



# HEAD LICE (PEDICULOSIS)

## Notification Letter to Parents

(School Letterhead)

(Date)

Dear Parents:

It has been reported that children in this school have **Pediculosis (head lice and/or nits)**. Please do not be alarmed by this notice. It is by no means a statement regarding the cleanliness of any child, their family or their household.

Please examine the head of your child(ren) for nits every night for the next three to four weeks. If nits are found, all other family members should be checked. Follow the directions below to get rid of the head lice.

### **What to Look For:**

**\*In very bright light look behind the ears, near the neck, and close to the scalp for small insects moving in the hair (lice), and small eggs (called nits) that are attached to the hair near the scalp.** Nits are very tiny eggs, half the size of a pinhead and oval in shape. They may look like dandruff but they are firmly glued to the hair and cannot be flicked off. New eggs, which are close to the scalp, are tan coloured and are difficult to see. Nits that are farther away from the scalp appear white. ~~Nits are most often found above and behind the ears, at the nape of the neck and at the crown of the head.~~

### **How to Get Rid of Head Lice:**

**Head lice products kill many of the nits, but not all of them.** Treating **Pediculosis head lice** requires two treatments one week apart. **Lice shampoo products have been shown to be the most effective method for getting rid of head lice. (Get a head lice shampoo, cream rinse or lotion from your drugstore.) Before using any head lice shampoo product, read the product inserts and carefully follow the instructions on the package. Read the directions carefully and follow them exactly.** Remove all of the nits. Apply a second treatment in one week. Continue to check the head and remove any remaining nits.

### **To Remove Nits:**

Work in a brightly lit area – bright sunlight is best. After treatment, comb and part the hair in small sections. Use your thumbnail against your first finger to strip the nits from the hair starting from the roots right down to the tips. Place the nits in a bag and throw them out. You can also comb out the nits holding a fine-tooth comb on a downward angle. Special combs are available at the drugstore.

Please notify the school if head lice or nits are found.

I hope that by working together, we can ~~avoid or~~ eliminate this nuisance from our school.

(Signature of Principal)



# HEAD LICE (PEDICULOSIS)

## Confirmation of Treatment Form

(School Letterhead)

(Date)

Your child, \_\_\_\_\_, has been found to have head lice and/or nits in his/her hair. **If individual cases at school are not controlled, a significant outbreak could potentially occur.** Consequently he/she will be ~~excluded~~ **be excused from mandatory class** attendance ~~at school~~ until treatment is completed and all head lice and/or nits have been removed.

Once treatment has been completed and you have removed ~~all~~ the nits and ~~egg~~-cases, your child may return to ~~class school~~. Please complete this form and return it with your child and continue to carry out your daily checks.

Thank you for your diligence in this matter. I hope that by working together, we can eliminate head lice and nits from our school.

- |   |   |     |    |
|---|---|-----|----|
| 1 | I have read the information provided.   | YES | NO |
| 2 | A prescribed pediculosis treatment has been used.<br>Name of product: _____   | YES | NO |
| 3 | Nit (egg) removal has been done.  | YES | NO |
| 4 | A daily nit check will be done for 10 days.   | YES | NO |
| 5 | A repeat of the treatment after 7 days has been done or is planned.   | YES | NO |
| 6 | Environmental treatment has been done <b>or is planned.</b><br>( <del>You should</del> <b>(Follow recommended protocols from Public Health for cleaning items that have been in contact with the infested hair.)</b> <del>wash bed linens, recently worn clothing, combs and brushes of the infested person</del> ) | YES | N  |

If you need assistance with the treatment instructions, please call the Brant County Health Unit or Haldimand Norfolk Health Unit and ask the Intake Nurse for information.

By signing this form, you confirm that your child has been successfully treated and is ready to re-enter school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Scott Keys, Superintendent of Business & Treasurer  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### Community Use of Schools 400.05 Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the “Board”) believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it. The Board strives to ensure usage is fair, reasonable, and equitable.

It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of Board facilities must be complementary to the goals and beliefs of the Board.

#### **DEVELOPMENTS:**

In order to ensure that the Community Use of Schools Policy and Administrative Procedure was up to date, the policy and administrative procedures were reviewed in consultation with Facility Services, Communication Services, OSBIE, Senior Administration, other internal stakeholders, and other school board policies and procedures.

The policy and administrative procedure were circulated for stakeholder feedback from September 14<sup>th</sup> to November 15<sup>th</sup>, 2020, as per the Board’s policy renewal process. Changes were made to the policy and administrative procedures based on the internal review and comments received from stakeholders:

- A change to classification of user groups to streamline the permit application process
- Enhancing and clarifying the insurance requirements for user groups
- Rates and Fees schedule outlining fees to be paid, will be established by the Board, and may be adjusted annually, or on an as needed basis. Fees will be adjusted annually based on Board expenses and the cost recovery model. The Community Use of Schools Rates and Fees schedule will be communicated and posted on the Board website annually.
- Subsidies will be reviewed annually as part of the Boards budgeting cycle and primarily based on the grant provided by the Ministry of Education
- Fees (Refer to **Appendix A** for a schedule of Community Use of Schools Rates and Fees)
  - A Board custodian must be on site for all community use activities. Custodial fees will apply when a custodian is not already scheduled to work at the school. A minimum two-hour charge will apply, which includes time for set-up, clean-up and opening/closing the facility.
  - If a user group is not in attendance for their scheduled booking date, all fees and costs, including a non-refundable ‘no-show’ fee will be charged to the permit holder.

- If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police or fire department false alarms.
- The Board may charge fees for other direct costs associated with use of Board facilities, including, cost of additional staffing, security, or snow removal.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Brant Haldimand Norfolk Catholic District School Board approves the Community Use of Schools Policy 400.05, including the updated schedule for Community Use of Schools Rates and Fees, effective January 1, 2021.



## Appendix A

### Community Use of Schools Rates and Fees

*All Rates and Fees Effective - January 1, 2021*

Subsidized rates are available to Non-Profit groups and are in effect due to grant from the Ministry of Education for the current school year.  
Catholic Church and Catholic Church affiliated groups are asked to contact the Plant Assessment and Community Use Secretary to confirm rates.  
All rates and fees are subject to HST.

#### Hourly Rental Rates

Space Type	Type 1	Type 1A	Type 1B	Type 2	Type 3	Type 4	Type 5	Type 6
	JUFA	Non-Profit Youth	Non-Profit Adult	Non-Profit Other	Commercial or Private User	BHNCDSB and Associated Users *	Non-Profit Priority School **	Reciprocal Users
Subsidy (Hourly Rental)	100%	100%	75%	50%	0%	100%	100%	100%
Classroom (Secondary Only)	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
Cafeteria (No Kitchen)	\$ -	\$ -	\$ 12.50	\$ 25.00	\$ 50.00	\$ -	\$ -	\$ -
Library (Elementary)	\$ -	\$ -	\$ 7.50	\$ 15.00	\$ 30.00	\$ -	\$ -	\$ -
Library (Secondary)	\$ -	\$ -	\$ 10.00	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -
Single Gym	\$ -	\$ -	\$ 10.00	\$ 20.00	\$ 40.00	\$ -	\$ -	\$ -
Double Gym	\$ -	\$ -	\$ 15.00	\$ 30.00	\$ 60.00	\$ -	\$ -	\$ -
Triple Gym	\$ -	\$ -	\$ 25.00	\$ 50.00	\$ 100.00	\$ -	\$ -	\$ -
Sports Field	\$ -	\$ -	\$ 4.00	\$ 8.00	\$ 16.00	\$ -	\$ -	\$ -
Outdoor Space/Parking Lot	\$ -	\$ -	\$ 2.50	\$ 5.00	\$ 10.00	\$ -	\$ -	\$ -

#### Hourly Custodial Fees

*A Board Caretaker must be on site for all activities. Custodial fees will apply when a custodian is not already scheduled to work at a school.*

*A minimum 2 hour charge will apply.*

Subsidy (Custodial Fees)	0%	75%	50%	25%	0%	100%	100%	100%
Monday - Friday	\$ 28.00	\$ 7.00	\$ 14.00	\$ 21.00	\$ 28.00	\$ -	\$ -	\$ -
Saturday	\$ 39.00	\$ 9.75	\$ 19.50	\$ 29.25	\$ 39.00	\$ -	\$ -	\$ -
Sunday	\$ 52.00	\$ 13.00	\$ 26.00	\$ 39.00	\$ 52.00	\$ -	\$ -	\$ -

#### Other Community Use of Schools Fees

*Applies to all permits*

Permit Application	\$ 25.00	To a maximum of \$100.00 per school year
Permit Change	\$ 10.00	Applies to each change after permit is approved and "locked"
Permit Cancellation	\$ 25.00	If cancelled less than 7 calendar days prior to permit
False 9-11/Fire Alarm	\$ 75.00	Fee for making false calls to 911 or fire alarms
"No Show" Fee	\$ 50.00	Plus custodial and other fees, if applicable
Direct Recoverable Costs	TBD	Other direct costs associated with the use of Board facilities
Insurance Coverage	TBD	Applies to permit holders without adequate insurance coverage

\* Polling stations are responsible to cover direct costs (i.e., custodial fees, security, etc.)

\*\* Fees subject to the limits of Ministry of Education Priority School Funding



## **Community Use of Schools**

### **# 400.05**

<b>Adopted:</b>	September 9, 2003
<b>Last Reviewed/Revised:</b>	December 3, 2020
<b>Responsibility:</b>	Superintendent of Business & Treasurer
<b>Next Scheduled Review:</b>	2024-25

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#### **POLICY STATEMENT:**

The Brant Haldimand Norfolk Catholic District School Board (the "Board" or "BHNCDSB") believes in building positive relationships and partnerships with our parishes, parents, and communities. The Board acknowledges that educational facilities are an integral part of the community and as such add to the spiritual, educational, recreational, and social development of those who share it. The Board strives to ensure usage is fair, reasonable, and equitable.

It is the intent of the Board to have its facilities used in the best interests of the community, when they are not required for school or Board purposes. The use of Board facilities must be complementary to the goals and beliefs of the Board.

#### **APPLICATION AND SCOPE:**

This Policy and Administrative Procedure establishes guidelines for school administrators, staff and community stakeholders for the use of Board facilities and applies to all elementary and secondary schools and administrative buildings.

#### **REFERENCES:**

- The Education Act
- Ministry of Education Community Use of Schools, Program Principles.
- Smoke-Free Ontario Act
- R.R.O. 1990, Regulation 834, S.1. Re: Critical Injury

#### **FORMS:**

- Not-For-Profit Status Application

#### **DEFINITIONS:**

**Critical Injury:** For the purposes of the Act and the Regulation, critically injured means an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, but not a finger or a toe, involves the amputation of a leg, arm, hand or foot, but not a finger or a toe, consists of burns to a major part of the body, or causes the loss of sight in an eye.

**Permit Supervisor:** Permit supervisor shall be the person designated by the Permit Holder to be the representative present at the permit location. The designated person shall be over the age of 18 years.

**Catholic Churches / Parishes:** Any Roman Catholic Church, within the Dioceses of Hamilton, London and St. Catherine's, and defined as one in Union with the See of Rome.

**BHNCDSB Employee Recreation Groups:** A minimum of 70% of the user group must be employed by the Board to qualify for the subsidized hourly rental rates. The Board reserves the right to request a list of users from permit holders to ensure that the group is meeting the minimum standard.

**Permit Holder:** The person or organization named on the on the Community Use of School permit.



**School Year:** For the purposes of this Policy and Administrative Procedure, the school year begins on the first Monday following Labour Day in September until June 30<sup>th</sup>.

**Historical Booking:** Booking from any classification of user group that have been booking with the Board for three (3) or more consecutive years at the same facility and time. In situations such as priority school bookings and providing equitable access to facilities for all groups may result in the denial of a historical booking application status.

## **ADMINISTRATIVE PROCEDURES:**

### **1. Classification of Users Groups**

#### Type 1: Joint Use of Facility Agreement

Joint Use of Facility Agreement (JUFA) partners for the purpose of offering recreational and/or cultural programs on behalf of the municipality available to all residents of the local community. This does not include tournaments.

#### Type 1 – A: Non-Profit Youth

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that are designed and operated to advance the academic success and healthy lifestyles of youth (under the age of 18 or 28, for those participants under a disability) in the community, i.e., Cubs, Scouts, Brownies or groups donating to the BHNCD SB in the amount greater than the fee charged for the use of the facility. School alumni activities sanctioned by the school administrator.

The Board reserves the right to review activities and approved financial statements of all non-profit groups to support their not-for-profit status.

#### Type 1 – B: Non-Profit Adult

Non-profit entities or other public agencies that use school facilities; whose primary purpose is to provide programs and/or services that serve the local neighborhood or community, but are not explicitly designed and operated to advance the academic success and healthy lifestyles of the children in the school and where zero or nominal admission or participation fees are charged. Not for Profit organizations that are not specifically for youth, i.e., YMCA, St. John's Ambulance, approved Health Unit activities, short-term use by municipal emergency services.

#### Type 2: Non-Profit Other

Fundraising events, non-Catholic Church services, service club meetings, amateur drama clubs, non-affiliated community groups, local cultural groups, other educational groups, i.e., colleges and universities, tournaments, Union/Federation events, school alumni activities not sanctioned by the school administrator, non-affiliated adult recreation.

#### Type 3: Commercial or Private User

Commercial enterprises, professional theater, Non-Catholic church services, private individuals, private fitness and dance instructional groups.

#### Type 4: BHNCD SB and Associated User

Student and/or staff events sanctioned by the school administrator, school clubs, school council, administrative or other staff meeting, sporting teams and clubs, and Catholic Church and Catholic Church affiliated group events. This also includes municipal, provincial, or federal polling stations, which covers direct expenses incurred by the Board (i.e., custodial, security, etc.) and public health use (i.e., immunizations, screening).



Type 5: Non-Profit Priority Schools

Non-profit youth related community groups, non-profit children's recreation providers (not including tournaments), other not-for-profit or charitable groups as defined by the Ministry of Education. The permit type is dependent on funding received by the Ministry of Education. If funding is paused or retracted, permits will be processed according to the appropriate classification of user groups.

Type 6: Reciprocal User

Non-profit childcare, EarlyON Child and Family Programs and Before and After School Children's Recreation Providers as outlined by an agreement. These do not include tournaments or special events, or spaces not outlined in their agreement with the Board.

## **2. Applications and Permits**

Ontario's schools are community hubs where all people can gather to learn and participate in a range of activities offered by community organizations. In an effort to create affordable access to community facilities, the Ministry of Education has developed the Community Use of Schools grant, which allows the Board to provide subsidized rental rates for not-for-profit groups to use school facilities outside of regular school hours.

The Board will endeavour to make available to the public; facilities and premises for all educational or lawful purposes, which are consistent with the teachings of the Roman Catholic Church and must be complementary to the goals and beliefs of the Board.

Schools are typically available for public use during the following hours:

- School days: 6:00 p.m. to 10:00 p.m.
- Non-school days: 8:00 a.m. to 10:00 p.m.

The Board has a tiered approval system through the online Community Use of Schools Program. Community groups must complete an Online Application to use school facilities. Applications should be submitted at least two (2) weeks in advance of the requested activity:

1. A new user to the online booking system must create an account with all required information and login.
2. An email will then be forwarded to the email address provided to activate your account. If requesting a new permit as part of a larger community group with several permit holders, the email message may be forwarded to the "leader" of the community group to verify the new user's role within that community group.
3. Once the account has been activated, new permits may be created.
4. For new permits, all information required regarding the new permit must be completed (i.e., category, date(s), time(s), reoccurrences, school, spaces to be used, event supervisors, special instructions, comments to the custodian, etc.) and save and close the permit.
5. Review the permit once again for accuracy, i.e., correct dates / times, etc., to avoid Change Permit Fees after the permit has received final approval and has been locked.
6. Once the permit has been saved, it is placed in a *pending* category.
7. The Plant Assessment & Community Use Secretary will review the booking to ensure that all details are complete (i.e., there are no conflicts regarding the category, date(s), time(s) or space(s) required, review permit costs and include any additional costs regarding, extra custodial time, insurance, water flushing, etc.) and include comments regarding special instructions or comments for the custodian or permit holder and approve or deny the booking.
8. If the permit is denied, the Plant Assessment & Community Use Secretary will provide a reason for the denial in the comments section for the permit holder.
9. If the permit is approved by the Plant Assessment & Community Use Secretary, details regarding the booking will then be forwarded to the administrator of the school where the booking will occur.
10. The school administrator will review the booking, make any comments, if required, and approve or deny the booking.



11. If the booking is denied, the school administrator will provide a reason for the denial in the comments section for the permit holder.
12. If the permit is approved by the school administrator, it will be returned to the Plant Assessment & Community Use Secretary for final review and approval.
13. The Plant Assessment & Community Use Secretary will grant final approval only when all information is completed, a valid Certificate of Insurance has been obtained and proof of licensing (where applicable) has been received from the permit holder. Payment is due upon approval of the permit.
14. Once the permit has received final approval, an email is forwarded to the permit holder informing them that their permit has been *approved and locked*.
15. When a permit has been approved and locked, the permit holder is no longer able to make changes to the permit. Permit changes can only be made by the Plant Assessment & Community Use Secretary and applicable Change Permit fees will apply.

All inquiries, concerns and/or complaints should be directed to the Plant Assessment & Community Use Secretary at [cus@bhncdsb.ca](mailto:cus@bhncdsb.ca). A permit holder can check the status of their permit by using the Board's Online Booking system at any time.

Beginning July 2<sup>nd</sup> and ending September 15<sup>th</sup>, permit holders may submit, for approval, no more than two (2) bookings per week per rental facility to ensure all community members and groups equal opportunity to access Board-owned facilities. Beginning September 30<sup>th</sup>, permit holders may submit, for approval, additional bookings per week per rental facility.

The Board reserves the right to revoke a booking/permit at any time. The Board, schools, and Roman Catholic Churches have first right to all Board-owned facilities and their right to use a booking space can supersede an existing request for permit; if necessary. In addition, the Board must comply with the terms and conditions under the Election Act for use of Board-owned facilities by federal, provincial, and municipal governments. Election permits will take precedent over all other permits. All fees will be refunded for the period of school, Board, parish, or election use.

The Board will endeavor to honour historical permits, providing first right of refusal for the same facility and time. In the event of any conflict, permits will be approved using the following priority sequence:

1. BHNCD SB and Associated Users
2. JUFA
3. Non-Profit Youth
4. Non-Profit Adult
5. Non-Profit Other
6. Non-Profit Priority Schools
7. Reciprocal Users
8. Commercial / Private User

### **3. General Condition of Use**

1. Permits are not transferable.
2. Permits are valid for the current school year only and new applications must be made on an annual basis, beginning July 2<sup>nd</sup>.
3. Applications for the following school year (the first Monday following Labour Day in September until June 30<sup>th</sup>) can be submitted online as of July 1<sup>st</sup>. New applications submitted prior to July 1<sup>st</sup> will be denied.
4. Outdoor fields are generally available for booking during the months of May to September. Outdoor field use is subject to the conditions of the field and may be impacted by the weather and soil conditions. Start dates for field use may be delayed, or field use may be disrupted or prohibited, until field conditions are restored.
5. Permits will be cancelled when schools are closed due to inclement weather or for reasons beyond the control of the Board. Notice of cancellation will be provided as quickly as possible in each situation.



6. During times of inclement weather, cancellations will be announced on local radio stations and posted on the Board's website ([www.bhncdsb.ca](http://www.bhncdsb.ca)). An email message will also be forwarded to all permit holders on the cancellation day, via the online booking system, to advise permit holders of the cancellation. All fees will be refunded for the period of inclement weather.
7. Smoking is prohibited on all Board-owned property; 24-hours per day, as outlined in the Smoke-Free Ontario Act. Permit holders are not permitted to smoke outside the building and must vacate Board property for smoking purposes.
8. No utterance, portrayal, display or performance of an obscene or disloyal nature will be permitted.
9. If a Permit Holder's policies or activities are contrary to the philosophy, mission and values of the Board, the Permit Holder shall be denied use of any property of the Board.
10. A person or persons shall not use Board-owned facilities unless an online Permit Application has been received and approved in accordance with this policy and administrative procedure.
11. The Permit holder may be required to print a copy of their permit(s) to gain access to the rental space or to verify permission to use specialized gymnasium equipment, audio visual or sound equipment.
12. Nuts and nut products, shellfish and latex (balloons) are not permitted in Board-owned facilities as these products pose a significant health risk to some of our students and community members.
13. Clean, rubber-soled, non-skid and non-marking athletic shoes must be worn by all players during athletic functions held in school gymnasiums and / or general-purpose rooms
14. Signs and decorations may not be attached to walls or elsewhere without prior arrangement and permission from the school administrator.
15. All additions or alterations to any part of a Board-owned structure are to be noted in the Online Application and must be approved by the Manager of Facility Services (or designate).
16. The use of any outdoor area, i.e., outdoor field and parking lot, must be reserved through the Board's online booking system.
17. Vehicle parking is permitted in designated parking areas only. Parking is not permitted on grass or asphalt play areas.
18. Seating capacities in gymnasiums and cafeterias must not exceed the Fire Department's limit indicated on the capacity listings posted in these areas.
19. The permit holder is responsible for enforcing all fire regulations and must ensure that obstructions are not placed in corridors or in front of fire exits. Some events / bookings, which use tables and chairs, may require the permit holder to submit a floor plan to the Plant Assessment & Community Use Secretary; for approval and to ensure Fire Safety compliance.
20. In compliance with Fire Regulation and immediately upon the sounding of the fire alarm, house lights will be activated, and the permit holder and their audience will be requested to leave the rental space by the nearest exit(s). Only when the Fire Department has brought the fire under control or has determined that a false alarm has occurred, will the permit holder and their audience be permitted to re-enter the rental space.

#### **4. Restriction and Limitations**

1. Except for use as Polling Stations during elections, schools shall not be used for partisan political events.
2. Permits will not normally be issued during the months of July and August, due to annual maintenance of schools and vacation schedules of staff members. Permits will not be issued during the last two weeks of August. The Board will consider granting permits on a case-by-case basis during the excluded dates above.
3. Typically, permits will not be issued during statutory holidays, Easter Monday, professional development days or during Christmas holidays and March Break (this includes the weekends before and after Christmas holidays and March Break).
4. From time-to-time, permits will not be issued at Board-owned facilities when construction or renovations are underway, when major repairs or maintenance have been scheduled, or unforeseen incidents have occurred, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.



5. A limited number of Board-owned facilities may be available for rental during the excluded dates above.
6. Floor hockey, ball hockey, and other high-risk activities are not permitted inside any Board-owned facility.
7. Indoor soccer is permitted, but only with the use of indoor soccer balls.
8. Use of pyrotechnics, smoke machines and dry ice is strictly forbidden.
9. Elementary school classrooms are not available for rental. If a community member or group requires a classroom-type space, please contact the Plant Assessment & Community Use Secretary to discuss alternative areas. Alternatively, secondary school classrooms are available as rental spaces to community members or groups.

## **5. Use of Equipment**

1. Tables, chairs, dishes, and other equipment, brought into the facility by the permit holder, shall be removed promptly after the permit activity.
2. Permit holders are not permitted to store furniture, equipment, or material in any Board-owned facilities, unless the permit holder has written consent from the school administrator of the facility. This consent should be noted in the online booking.
3. Typically, gymnasium equipment, other than basketball nets and volleyball standards, are not available for use by permit holders. However, the school administrator may grant permission for the use of other gymnasium equipment. Only specific items, requested in the online booking, will be left in the gymnasium by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to specific equipment by the permit holder
4. Typically, the use of audio visual and sound equipment are not available for use by permit holders. However, the school administrator may grant permission for the use of this equipment. Only specific items, requested in the online booking, will be left in the rental space by the principal or designate. The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to audio visual and sound equipment by the permit holder
5. Use of the kitchen / staff room, its equipment, and small wares, is not permitted in any school.
6. All scenery, special effects, props, etc. must be approved by the school administrator at least 24 hours prior to presentation or dress rehearsal. All scenery, special effects, props, etc. must be removed from the premises immediately after the booking or within a period of time agreed to by the school administrator and the permit holder.

## **6. Activities Not Approved**

1. Permits will not normally be issued for events such as weddings, baby / wedding showers, "buck & doe's", birthday parties, large community events / festivals, etc., unless written consent has been granted by the Director of Education or designate.
2. School board facilities may be used for any function, except those not deemed to be acceptable by the Director of Education, Superintendent of Business & Treasurer, the school administrator or designate.

## **7. Insurance Requirements**

The Board's insurance coverage **does not** protect users or user groups. All user groups must provide proof of general liability insurance (Certificate of Insurance) in the name of the user group for the entire duration of the permit. Permits will not be approved without proof of insurance. User groups agree to the following:

1. To assume full responsibility for the acts and conduct of all persons admitted to the premises.
2. To supply and provide proof of insurance. User groups shall request a Certificate of Insurance from their insurance provider for general liability insurance in the minimum amount of \$2 million, naming the "Brant Haldimand Norfolk Catholic District School Board" as an additional insured on the policy.



3. During the use and occupations of the premises, the user groups shall indemnify and save harmless the Brant Haldimand Norfolk Catholic District School Board from and against any and all liability whatsoever resulting from injury or damage to person, persons or property as a result of the use and occupation of the premises, unless such injury or damage results from the sole negligence of the Board.

Groups not covered by liability insurance may purchase the required insurance through the BHNCDSD based on the User Group Policy and Rating Schedule. The cost of the insurance will be reflected in the permit. Failure to provide a certificate of insurance, or to purchase the required insurance coverage prior to the activity, shall result in cancellation of the request.

Permit holders must supply and provide proof of valid insurance five (5) calendar days prior to the first booking. If the certificate is not provided within the designated timeframe, the first booking of the permit will be cancelled and not reinstated.

## **8. Community Use Fees**

All fees shall be paid, in advance, directly to the Board. The online Community Use of Schools system allows permit holders to pay by credit card and the Board encourages permit holders to use this method of payment. The permit holder may wish to pay the entire cost of the permit or have it pro-rated over the length of the permit, with monthly installments made to their credit card.

For permit holders who do not have a credit card, cheques must be received at least 14 days prior to the first booking date. Cheques are to be made payable to the BHNCDSD and should quote the permit number, i.e., 2020-13-14-0008.

Cheques should be mailed to the following address:

Brant Haldimand Norfolk Catholic District School Board  
Attention: Plant Assessment & Community Use Secretary  
322 Fairview Drive  
P.O. Box 217  
Brantford, ON N3T 5M8

Failure to pay applicable fees will result in the immediate cancellation of all future permits.

It is the intent of the Board to provide subsidized rental rates to non-profit organizations under the Community Use of Schools grant made available by the Ministry of Education. The rate of subsidy will be determined annually; based on the grant provided to the Board.

The Community Use of Schools Rates and Fees schedule outlining all fees to be paid, shall be established by the Board, and may be adjusted annually, or on an as needed basis, if contractual obligations are required. Fees will be adjusted annually based on Board expenses and the cost recovery model. The Community Use of Schools Rates and Fees schedule will be communicated and posted on the Board website annually.

The permit holder is responsible for reimbursement of costs to repair / replace any damage caused to the building, grounds and equipment and lost or stolen items. The Board will seek full restitution for any theft / loss and / or damage done to its buildings, equipment or grounds by the permit holder.

Notwithstanding anything in this policy, the Board may charge fees for other direct costs associated with use of Board facilities, including, cost of additional staffing, security, or snow removal.

### Hourly Rental Rates

Community use rental rates are based on the activity of the permit holder and the type of space booked. Refunds are subject to cancellation timelines as established under cancellation fees.





### Custodial Fees

A Board custodian must be on site for all community use activities. Custodial fees will be applied when a custodian is not already scheduled to work at a school. An on-site custodian varies from each school and a minimum two-hour charge will be applied, which includes time for set-up, clean-up and opening/closing the facility.

Custodial fee refunds are subject to cancellation timelines as established under Cancellation Fees.

### Permit Application Fee

An application fee is a non-refundable administrative fee applied to each permit. User groups with multiple permits will only be charged a maximum of \$100.00 per school year.

### Permit Change Fee

Once a permit has received final approval it will be "locked" and changes cannot be made to the permit. If a permit holder requires changes to be made to their booking, a non-refundable permit change fee will be charged for each change requested.

### Permit Cancellation Fee

A minimum of seven (7) calendar days is required to cancel any permit. A non-refundable cancellation fee will be charged to any permit if the permit holder cancels a booking less than seven (7) calendar days before the date of the booking.

### 'No Show' Fee

If a user group is not in attendance for their scheduled booking date, all fees and costs, including a non-refundable 'no-show' fee will be charged to the permit holder.

A user group may be suspended from future bookings for 'no showing' at the discretion of the Superintendent of Business & Treasurer.

### False 9-11 / Fire Alarm Fee

If a false alarm is caused by the permit holder or a member of their audience, permit holders will be charged for the costs of security, police, or fire department false alarms.

## **9. Roles and Responsibilities**

### School Administrator

It is the responsibility of the school principal to:

- Input all school-sanctioned events, before June 1<sup>st</sup> of each school year, into the Board's online booking system so that community groups are aware of the availability of school facilities.
- Approve or deny permits, within three working days of notification of the application, for the use of facilities in their school by community groups.
- Verify permits in the Board's online booking system, as required.
- Report, using the online booking system, where possible if:
  - Adequate supervision is not maintained.
  - Participants or spectators/guests enter the rental space before an adult supervisor arrives.
  - There are still participants and/or spectators/guest present after the permit has ended.
  - If exterior doors are propped open.
- Approve or deny requests for the use of gymnasium equipment, other than basketball nets and volleyball standards and for the use of audio visual and / or sound equipment. If such requests are approved by the principal, these specific items will be left in the gymnasium or rental space by the principal or designate.



## **Brant Haldimand Norfolk Catholic District School Board**

# **Board Policy and Administrative Procedure**

- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.

### Plant Assessment & Community Use Secretary

It is the responsibility of the Plant Assessment & Community Use Secretary to:

- Ensure that online bookings by community groups are complete and meet the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures, i.e., validation of insurance, Party Alcohol Liability (PAL) insurance, licensing, payment for use of facilities, etc.
- Ensure, before June 1st of each school year, that all areas of the online booking system are configured, updated and consistent with the Board's Community Use of Schools policy and procedures, i.e., calendar year, excluded dates, permit types, space types, costs / subsidies, equipment, notifications, comments, frequently asked questions, etc.
- Respond to inquiries and questions regarding the use / rental of Board-owned facilities.
- Respond to inquiries and questions regarding the use of the Board's online booking system.
- Approve or deny the initial request to book a school facility.
- Ensure that permit holders have correctly stated their Permit Type and make changes / corrections where necessary. In the case of a permit type discrepancy, the Plant Assessment & Community Use Secretary's decision is final.
- Allocate custodians for each booking.
- Allocate fees / discounts, as required, to permit holders, i.e., application fees, rental fees, multiple usage discounts, cancellation fees, security card fees, permit change fees, etc.
- Approve custodian time sheets or online submissions, as required, for time required to open / close a school, to water flush a school, to set-up and clean the space used by the permit holder, etc.
- Ensure adherence to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures and take necessary action, as required, i.e., discuss infractions, issue warnings, administer fees, cancel bookings, cancel permits, deny bookings.
- Prepare Ministry and Board reports and other reporting requirements for review.

### Custodian

It is the responsibility of the custodian to:

- Verify permits in the school online calendar, as required, noting space required, dates / times, special instructions, permissions for the use of other gymnasium equipment or audio visual and sound equipment, etc.
- Ensure the care and protection of school property while bookings are in progress.
- Set-up rental spaces as required by the permit holder and ensure that rental spaces are left in a clean orderly fashion by the permit holder.
- Be onsite for the duration of the booking.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure, where possible, that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Monitor, when possible, community members and groups to ensure adequate supervision is maintained at all times.
- Ensure that permit holders adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Contact the Plant Assessment & Community Use Secretary to report infractions.



## **Brant Haldimand Norfolk Catholic District School Board**

# **Board Policy and Administrative Procedure**

- Report all violations on the day of the event:
  - To the school administrator via email.
  - To the Plant Assessment & Community Use Secretary using the online booking system.

### Manager of Facility Services

It is the responsibility of the Manager of Facility Services (or designate):

- Advise, the Plant Assessment & Community Use Secretary, before April 1<sup>st</sup> or as soon as it is known, of any Board facility, which cannot be rented due to construction or renovations, major repairs or maintenance, or unforeseen incidents, i.e., flooding, fire, gas leak, absence of heat, hydro or water, which could compromise the safety of permit holders.
- Approve or deny all additions or alterations to any part of a Board-owned structure, which are noted in the Online Application.
- Train and familiarize caretakers with eBase and the Community of Use system
- Ensure appropriate custodial coverage is in place for all permits
- Respond to facility emergency situations

### Permit Holder

It is the responsibility of the permit holder to:

- Adhere to the regulations and conditions for use as established in the Board's Community Use of Schools policy and administrative procedures. Failure to do so could result in the cancellation of permit(s).
- Complete an Online Application for the rental of Board-owned facilities.
- Make new permit requests at least 14 days prior to the first date of the activity. If the request is not made within this period of time, the Board cannot ensure that final approval of the booking will be granted before the first date required.
- Upload, a valid Certificate of Insurance and proof of licensing (where applicable) to the online permit or purchase insurance through the Online Permit Application process. A minimum of 14 calendar days prior to the date of the start of the permit is required to purchase insurance.
- Provide payment when the permit has received final Approval.
- Ensure that bookings are accurate so that Change Permit Fees are not charged.
- Cancel bookings, at least seven (7) days before the booking date, so that Cancellation Fees are not charged.
- Assume full responsibility for the acts and conduct of all persons admitted to the premises while their booking is scheduled.
- Ensure that participants and spectators, siblings, etc., remain within the designated rental space.
- Ensure that all participants and spectators leave the rental space before the ending time of the booking.
- Ensure that adequate adult supervision is maintained in all rental spaces, i.e., when many areas are used, an adult supervisor must be present in each of the areas.
- Ensure that youth participants do not enter the rental space before an adult supervisor arrives.
- Ensure that adult supervisors remain at the rental space until all participants have left the space.
- Ensure that exterior doors are not propped open.
- Report all critical injuries to the Board's Disability Management & Safety Coordinator immediately after the incident at 519-756-6505. A critical injury is an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in a substantial loss of blood, involves the fracture of a leg or arm, involves the amputation of a leg, arm, hand or foot, consists of burns to a major part of the body or causes the loss of sight in an eye.
- Be responsible for all damages incurred while their booking is scheduled. This shall also include reimbursement of costs to repair damage caused to the Board's fields and play spaces.
- Ensure that the rented space used is left in the same, or better, condition than when the booking began.
- Produce an electronic or printed copy of the permit, upon request while onsite

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Mike McDonald, Director of Education & Secretary  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### POLICY RENEWAL PROCESS REVISION

Policy Committee

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#### **BACKGROUND INFORMATION:**

Under 169(1)(d) of the Education Act, all school board's have the responsibility to develop and maintain policies which serve to aid student achievement and well being, create a positive learning environment, ensure effective stewardship and to deliver effective and appropriate educational programs to its pupils. Policy should be clear and accessible and help to clarify practice and to reduce the risk of liability. They should be reinforced by procedures which further identify the standards at the board and school level.

#### Bylaws

Pursuant to the provisions of the Education Act and regulations, Bylaws regulate the powers and responsibilities of the board and its officers and committees.

#### Policies

Policies refers to the sets of rules and directives that direct the board of trustees and the staff of the board. The policy statement is a clear, concise statement of position or direction of the board. The procedure (if included) provides clear direction to staff in addressing the intent of the policy statement.

#### Procedures

Procedures are a set of rules and directives that the staff of the board follow with respect to operational and administrative functions.

#### **DEVELOPMENTS:**

In September of 2019 the Board rescinded the Policy Development Policy 100.03 and adopted a new policy revision process which was included into the bylaws. This was done in an effort to ensure that policies and procedures were current with changing legislation and Ministry expectations and initiatives. To ensure our policies were relevant in the changing context of education, all policies and procedures were placed on a four-year revision cycle. Depending upon the nature of the policy or procedure, this review could prompt a comprehensive change to the policy or no changes at all.

This process was then incorporated into 16.0 of the BHNCD SB Board By-Laws. For operational reasons there is a recommended revision in the sequence of the process. The recommended change is that the policy will go to Executive Council for information prior to going out for stakeholder input. After the feedback from stakeholders has been collated and any changes have been made by the superintendent responsible, it will then go to Policy Committee.

Appendix A outlines the updated process.

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the revisions to the Policy Renewal Process to the Brant Haldimand Norfolk Catholic District School Board for approval.

## **16.0 POLICY RENEWAL PROCESS**

- 16.1 Policies and Procedures are to be reviewed on a four-year schedule.
- 16.2 When a bylaw, policy or procedure is scheduled to be reviewed it will be presented to Executive Council as information.
- 16.3 After Executive Council, a policy or procedure shall be circulated to all stakeholders for a minimum of 60 days, for input with respect to revision.
- 16.4 Revised Bylaws are not circulated to stakeholders but brought directly to policy committee for review, then the appropriate committee of the whole and board meeting for review and approval.
- 16.5 For policies and procedures, at the end of the circulation period the superintendent responsible for the policy or procedure will make any revisions as deemed necessary, then bring a report noting any changes to the first available Policy Committee meeting.
- 16.6 After the Policy Committee meeting the superintendent responsible for the policy or procedure will make any revisions as requested then bring a report to the first available committee of the whole for discussion, then approval at the Board meeting.
- 16.7 All revised Bylaws, Policies and Procedures will be posted on the Board's website.

## REPORT TO THE BRANT HALDIMAND NORFOLK CATHOLIC DISTRICT SCHOOL BOARD POLICY COMMITTEE

Prepared by: Kevin Greco, Superintendent of Education  
Presented to: Policy Committee  
Submitted on: December 3, 2020  
Submitted by: Mike McDonald, Director of Education & Secretary

### AMENDMENT TO POLICY: STUDENT BEHAVIOUR, DISCIPLINE, AND SAFETY 200.09

Public Session

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#### **BACKGROUND INFORMATION:**

The Brant Haldimand Norfolk Catholic District School Board (the Board) is committed to ensuring the health, safety and wellbeing of all students and staff. The Student Behaviour, Discipline, and Safety Policy and Administrative Procedure have been reviewed for alignment in light of new legislation.

#### **DEVELOPMENTS:**

In July 2020, the Ministry of Education announced *Ontario's Action Plan to Address Systemic Racism in Schools*. Subsequently on July 21, 2020, the *COVID-19 Economic Recovery Act, 2020* received Royal Assent. As a result, the Ministry has made regulatory and other changes that will impact schools in a number of ways.

The changes to the legislation include the elimination of discretionary suspensions for students from Junior Kindergarten to Grade 3, beginning September **2020**. Serious offences will still be subject to mandatory suspensions. The introduction of *O. Reg 440/20 SUSPENSION OF ELEMENTARY SCHOOL PUPILS* removes the principal's discretion to suspend pupils in the primary division for activities listed in subsection 306(1) of the Education Act. More serious acts that constitute mandatory suspension and consideration for expulsion listed in subsection 310(1) will continue to require mandatory suspension.

With respect to suspensions under subsection 310(1) of the Education Act, principals are now required to conduct an investigation respecting the allegations, before imposing a mandatory suspension on a primary student. Boards will continue to include in their process of identifying the need to investigate, whether the allegations against the student were motivated by bias, prejudice or discrimination.

Additionally, prior to the introduction of O. Reg 440/20, the requirement to allow principals to suspend a student for bullying under subsection 310(1) was that "the pupil has previously been suspended for engaging in bullying". The regulation removes this requirement for students in the primary division. The remaining requirement, that "the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person" remains in effect for a suspension for bullying under subsection 310(1).

The District Safe and Accepting Schools Team has already begun building on the current whole-school, Human Rights approach to education that emphasizes the importance of a positive school climate. The team will continue to enhance prevention and interventions models to mitigate suspendable behaviours. Self-Regulation, behaviour management strategies and social-emotional learning will continue to be intentionally incorporated into student learning experiences.

The following are the proposed amendments to the policy:

## **Policy**

### **3.0 Suspension of Pupils (applies to pupils in Grade 4-12)**

It is the policy of the Board that Principals consider suspension for the following infractions:

- 3.0.1 uttering a threat to inflict serious bodily harm on another person;
- 3.0.2 possessing alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication;
- 3.0.3 being under the influence of alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication;
- 3.0.4 swearing at a teacher or at another person in a position of authority;
- 3.0.5 committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- 3.0.6 bullying;
- 3.0.7 conduct injurious to the moral tone of the school;
- 3.0.8 conduct injurious to the physical or mental well-being of members of the school community;
- 3.0.9 use of improper or profane language;
- 3.0.10 persistent truancy;
- 3.0.11 opposition to authority;
- 3.0.12 habitual neglect of duty;
- 3.0.13 discrimination and harassment;
- 3.0.14 extortion;
- 3.0.15 theft; and/or
- 3.0.16 inciting other students to act with physical violence upon another person.

### **4.0 Suspension Pending the Expulsion of Pupils (applies to all pupils of the Board)**

**4.1** It is the policy of the Board that Principals shall suspend pupils pending an investigation into expulsion for the following infractions:

- 4.1.1 possessing a weapon including possessing a firearm;
- 4.1.2 using a weapon to cause or to threaten bodily harm to another person;
- 4.1.3 committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- 4.1.4 committing sexual assault;
- 4.1.5 trafficking in weapons or in illegal drugs;
- 4.1.6 committing robbery;
- 4.1.7 giving alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication to a minor;
- 4.1.8 bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- 4.1.9 any act leading to a suspension (see Section 3.1) that is motivated by bias, prejudice, or hate; based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity,



gender expression, or any other similar factor.

- 4.1.10 an act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- 4.1.11 a pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- 4.1.12 activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- 4.1.13 activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property; and/or
- 4.1.14 the pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

## **Administrative Procedures**

### **3.0 Suspension of Pupils (applies to students in Grade 4-12)**

Consistent with Part XIII, subsection 306 of the Education Act, it is the policy of the Board that Principals consider suspension for the following infractions:

- 3.0.1 uttering a threat to inflict serious bodily harm on another person;
- 3.0.2 possessing alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication;
- 3.0.3 being under the influence of alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication;
- 3.0.4 swearing at a teacher or at another person in a position of authority;
- 3.0.5 committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- 3.0.6 bullying;
- 3.0.7 conduct injurious to the moral tone of the school;
- 3.0.8 conduct injurious to the physical or mental well-being of members of the school community;
- 3.0.9 use of improper or profane language;
- 3.0.10 persistent truancy;
- 3.0.11 opposition to authority;
- 3.0.12 habitual neglect of duty;
- 3.0.13 discrimination and harassment;
- 3.0.14 extortion;
- 3.0.15 theft; and/or
- 3.0.16 inciting other students to act with physical violence upon another person.

### **4.0 Suspension Pending the Expulsion of Pupils (applies to all students of the Board)**

- 4.0.1 Consistent with Part XIII, subsection 310 of the Education Act, it is the policy of the Board that Principals shall suspend pupils pending an investigation into expulsion (following a mandatory preliminary investigation for a primary student) for the following infractions:
- 4.0.2 Possessing a weapon including possessing a firearm;
- 4.0.3 Using a weapon to cause or to threaten bodily harm to another person;
- 4.0.4 Committing physical assault on another person that causes bodily harm requiring

- treatment by a medical practitioner;
- 4.0.5 Committing sexual assault;
  - 4.0.6 Trafficking in weapons or in illegal drugs;
  - 4.0.7 Committing robbery;
  - 4.0.8 Giving alcohol, cannabis, narcotics or any other drug that is used for the purpose of intoxication to a minor;
  - 4.0.9 Bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
  - 4.0.10 Any act leading to a suspension (see Section 3.1) that is motivated by bias, prejudice, or hate; based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
  - 4.0.11 An act considered by the Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
  - 4.0.12 A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
  - 4.0.13 Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
  - 4.0.14 Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property; and/or
  - 4.0.15 The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

Added to References Section

O. Regulation 440/20: Suspension of Elementary School Pupils

**RECOMMENDATION:**

THAT the Policy Committee recommends that the Committee of the Whole refers the amended Student Behaviour, Discipline and Safety Policy and Administrative Procedure 200.09 to the Brant Haldimand Norfolk Catholic District School Board for approval.